

# **COVID-19 Health and Safety Policy**

## **Purpose**

To provide clarification on operating child care programs with enhanced health and safety guidelines and/ or restrictions to reopen and operate during the COVID-19 pandemic. Discovery will follow all regulations set out by the Health Unit, Minister of Health, CMSM and all CCEYA Ministry guidelines, to keep all children, staff and families safe in their respective communities.

All staff have read this policy and have been trained in all procedures before their return to the classrooms.

**All staff will wear a face mask and shield inside the building. PPE can be removed outdoors if social distancing of 6 feet (2m) can be achieved. Children grades 4 and up have to wear a face mask while indoors and again can remove the mask outdoors if 6 feet (2m) apart. Children younger than grade 4 are strongly recommended to wear a face mask. Exceptions to wearing masks indoors could include circumstances where a physical distance of at least 6 feet (2m) can be maintained between individuals, situations where a child cannot tolerate wearing a mask, reasonable exceptions for medical conditions, etc. These children may be required to provide proof of exemption from a physician. We will also provide opportunities for mask breaks if a child is struggling, by having a staff take the child for a quick socially distanced walk, so that the child can regain their composure and re-mask.**

## **Section 1: Maximum Cohort Size, Ratio, and Staffing**

- As of September 1, 2020, Discovery will operate at full capacity and return to maximum group sizes and ratios set by the CCEYA. Mixed age grouping is permitted with director approval. Our programs will continue to follow strict health and safety measures.
- Wherever possible children will be kept in assigned groups.
- Children can attend on a part-time basis, and will only be kept with one group and not mix with other groups.
- Reduced ratios are permitted provided that groups are not mixed together. Reduced ration is never permitted for infants.
- Staff will work at only one location.
- Supervisors, cleaners, and/ or floater designates will limit their movement between rooms, doing so when absolutely necessary.
- Supply staff will be assigned to a specific cohort, to limit staff interaction with multiple groups of children.
- At this time our programs will forgo any volunteers or students entering our programs.
- Discovery will ensure that the required number of qualified staff to student ratio is followed. Licensees may submit a request for staff director approval to the ministry, for multiply age groups.
- Staff that are included in ratios will have a valid First Aid/CPR that is WSIB approved and a VSC who are interacting with children.

## **Section 2: Sanitizing the Centre**

**Frequently touched surfaces will be cleaned and disinfected regularly throughout the day as they are most likely to become contaminated. Discovery has determined the following more common high-touch surfaces that will be cleaned/ sanitized regularly (e.g. hourly) throughout the day by our cleaning personnel:**

- Handles/ door knobs
- Classroom gates in the infant and toddler rooms
- Desk tops/ counter tops

- Telephones/ Intercoms
- Washroom taps, sinks, toilets and flushers, potty seats, and paper towel dispensers
- Kitchen appliances and surfaces
- Water cooler and water fountains
- Hand Sanitizer dispensers
- Light switches
- Computers, keyboards, and mouse
- iPad/ Tablets/ Touchpad surfaces

## **Sanitary Practices**

Along with hygienic practices, sanitary practices are equally as important in the defense against the transmission of communicable diseases. Daily cleaning and sanitizing routines are in place at each Discovery site to ensure thorough cleanliness and are to be followed. Each room has a yellow duo-tang outlining the expectations and step by step instructions on how to proceed with these practices. Staff will continue to follow the yellow duo-tangs, with specific information regarding opening and closing routines, as they pertain to individual sites, as well as how to prepare the sanitizer bottles with the OXIVIR Plus TB each day during an outbreak. OXIVIR TB wipes will also be used to help with the cleaning/disinfecting procedures. All items in the childcare/shared space locations, including blood, vomit, and diaper changes, being cleaned must be washed with warm soapy water then sanitized with OXIVIR Plus TB. Staff will ensure that they check the expiry date when using any cleaning or disinfectant products or mixtures, and will report any expirations to the Site Supervisor, so that replacement products can be provided. The use of disinfectants is recommended to limit the spread of illnesses. Daily cleaning and disinfecting checklists/ logs are provided to track and demonstrate cleaning schedules to ensure that items are not missed. Discovery staff members will follow the disinfecting/cleaning checklist and will complete the paperwork by initialing each completed step/ item. At the end of every day the classroom sanitization checklist/ log must be completed. The cleaning and disinfecting schedule will be kept in the classroom binders. All staff and children will have a pair of indoor shoes to stop the germs being spread indoors. Parents have been asked to not bring stuffed animals or extra child belongings into the childcare. A change of clothes will be brought the first day, and placed in a labelled zip lock bag and kept in the cohort's area. The only materials/equipment that is needed to run for that number of children will be kept in the classroom. The rest of Discovery's belongings will be in storage, so that they do not have to be involved in the daily disinfecting.

For Shared Space in the schools;

- Before school, shared spaces will be cleaned the evening before by the School custodians
- 30 minutes before the school bell rings students will go outdoors or to the gymnasium with the Discovery staff.
- Childcare staff will clean the shared space – Cleaning/sanitizing will include all chairs, tables, Discovery toys and any other items used. Cleaning the washrooms will include toilets and sinks. No shared items will be used at this time.
- 15 minutes before school the children will go to the school supervision area.
- At the end of day, children will be released outside to the designated area, or gym for attendance. Staff will remain outside or gym while the shared space is being cleaned by the school custodian. This can take between 15-30 minutes depending on size of programs.
- Washrooms are cleaned one time during the school day and after the childcare program closes. Reminder; Discovery staff will clean bathrooms after morning program.
- After the childcare is finished the custodian will clean all shared space.

## Universal Precautions Blood and Bodily Fluids

Staff members must use universal precautions when handling blood or body fluids that may contain blood. “Universal Precautions” is the term used to describe the procedures to prevent the spread of infection from bodily fluids. The risk of serious illness from bodily fluids must not interfere with the provision of first aid. There are several precautions that staff can use to protect their own health as outlined in the Universal Precautions Procedure.

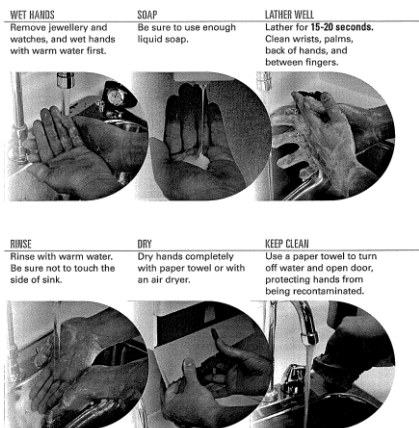
Since it is impossible to know for certain if a child is infected with a virus, all instances of blood and bodily fluids with visible blood in child care settings should be treated as if infected. When dealing with blood or bodily fluids please ensure to take extra precautions; the following will outline procedures that must be adhered to for staff and children’s well-being.

- Ensure that all of your own cuts, scrapes and / or chapped hands are covered with bandages.
- Use impermeable gloves if blood, or bodily fluids containing visible blood, are anticipated. (Gloves are kept in first aid backpack).
- Stop the bleeding, cover the wound and change the student’s clothing if contaminated with excessive amounts of blood.
- Follow accepted guidelines for control of bleeding and for any bodily fluids containing blood.
- Use absorbent materials to stop bleeding; such as, absorbent paper towels, cloth towels, etc. Use the absorbent materials as a barrier between yourself and the blood and/ or bodily fluid, in addition to the use of your disposable, impermeable gloves.
- Wash hands and other affected skin areas after contact with blood for at least 30 seconds after coming into contact with blood or bodily fluids that might contain blood.
- Wash exposed surfaces and equipment with soap and water, next have surfaces and equipment cleaned with appropriate disinfectant. (*Use OXIVER PLUS Tb- as per specifications; allow for 5minutes contact time.*)
- Remove and safely discard gloves, and discard blood-stained materials in a sealed plastic bag, with a doubled plastic bag over top, before placing in a lined, covered garbage can.
- Immediately, clean skin, wash hands, with soap and water or an appropriate antiseptic for at least 30 seconds.
- Use proper disposal procedures for contaminated clothing and equipment. Put child’s blood-stained laundry in a sealed plastic bag to be sent home at pick-up.
- Use a ventilation device for emergency resuscitation.
- Avoid direct contact with student if you have an open skin condition

### APPENDIX 6: HANDWASHING POSTER

“Handwashing, when done correctly is the single most effective way to prevent the spread of communicable diseases. Good handwashing technique is easy to learn and can significantly reduce the spread of infectious diseases among both children and adults.”

Ontario Ministry of Health and Long-Term Care



### **General Hygiene Etiquette:**

- Wash hands and under nail beds for 20 seconds, as often as possible with soap and warm water, or use hand sanitizer. 20 seconds is roughly the length of the ABC song.
- Avoid touching your face, especially your eyes, nose, and mouth to the best of your abilities.
- Avoid contact with people who are sick, or may have come in contact with a sick person.
- If you have a tissue, discard immediately and wash your hands after using it.
- Cover your nose and mouth with the crook of your arm if you must sneeze or cough.
- Remember to launder your clothes daily, if possible, after working with the public.

### **Equipment and Furnishings;**

- Tables and chairs are cleaned and disinfected before and after each use. (Sanitizer must be sprayed on tables and chairs and let to stand for 5 minutes, and left to air dry, before wiped off.)
- Dish cloths and dish towels are to be used for dishes and table cleaning only
- Rags are used for paint cleanup or floor washing etc.
- Floors are to be swept and mopped and carpets vacuumed daily.
- Sinks and toilets are cleaned nightly with appropriate cleaner as designated.
- Garbage is removed from each room nightly, and cans are wiped on a regular basis.
- Toys are cleaned and disinfected daily and recorded on the toy sanitization schedule.
- Shelves and cupboards are wiped down weekly
- Sleep cots are to be washed and sanitized before and after every use and cot sheets laundered daily; children's blankets will be kept on site and laundered daily, then stored with a cot sheet in individually sealed Ziploc bags.
- Only one cohort will access the shared washroom at a time and the washroom will be cleaned in between each use. School Custodians will clean the shared washrooms twice a day. Before and after school Discovery Staff will maintain cleaning the washrooms after each use, during our hours of operation.

### **Sanitization Procedure (Using Oxivir Plus TB):**

To CLEAN contaminated surfaces/ area, allow surface to remain wet for 30 seconds, then wipe dry.

To DISINFECT contaminated surfaces/ area, allow surface to remain wet for 5 minutes, then wipe surface dry or rinse.

All small toys will be brought to the kitchen for cleaning and sanitizing or designated area. Toys will be put in the dishwasher or through the 3-sink system for sanitizing hot water wash at the end of the day. If there is not access to the dishwasher, the three-bin cleaning method will be used: Wash, Rinse, and Sanitize (toys are to be soaked in Oxivir Plus TB for 5 minutes). Toys are allowed to air dry and then placed back in their containers. Mouthed toys will be cleaned and disinfected immediately after the child is finished using it.

All children's blankets, and cot sheets, will be washed and dried daily at the Discovery site throughout the week, to ensure proper sanitary practices are being met. After being removed from the dryer, each folded blanket and cot sheet will be placed into individually labelled Ziploc bags until the next day. Cots will be disinfected daily before and after each use.

**Note:** - Use stream setting on spray bottles to avoid inhalation.

- Avoid using disinfectants within close proximity to children. Children are not to use these products.
- All disinfectants and cleaning products are stored in locked locations that are inaccessible to children.
- Label all disinfectant and cleaning product bottles.

## **Section 3: Confirmed or Suspected Cases**

### **Signs and Symptoms**

All individuals including children attending the Discovery child care sites, staff and child care providers, parents/guardians, and visitors must be screened each day before entering the child care setting. Site Supervisors/ Designates will conduct daily screenings, including a temperature check of every above-mentioned persons. Discovery Screeners will maintain daily records of screening results, which will be kept on site for licensing purposes. Records (e.g. name, contact information, time of arrival/departure, screening completion/ result, etc.) must will be kept up-to-date and available to facilitate contact tracing in the event of confirmed COVID-19. These records will be kept on file at the child care sites for a minimum of one year from the date the records are made.

#### **Here is a list of possible COVID-19 symptoms, but are not limited to:**

- Cough
- Sore throat
- Fever (equal to or above 38 degrees C/ 100 degrees F)
- Shortness of breath
- Difficulty breathing
- Runny nose
- Nasal congestion
- Headache
- And, a general feeling of being unwell.

#### **If A Child Becomes Symptomatic While in Our Care:**

- Teacher will immediately call the Supervisor/ Designate for assistance
- Supervisor/ Designate will remove the child from the classroom and isolate them as far as possible away from other children, a mask will be provided for the child to put on, if over the age of 2. Masks are not recommended for children, particularly those under the age of two. The child will also be provided with tissues and reminded of hand hygiene, respiratory etiquette, and proper disposal of tissues, in a developmentally appropriate way that the child understands.
- Supervisor/Designate will don mask, face shield, gloves and a gown/ lab coat, while socially distancing them self from the child to the best of their abilities. When wearing a mask and full PPE, staff with wash their hands before donning the PPE and before and after removing the PPE.
- Supervisor/Designate will call the child's emergency contacts to come pick up the child immediately
- Failure to pick up the child within a reasonable amount of time (e.g. 45 minutes) after receiving the first phone call will lead to a suspension from the child care program
- Ill child's classroom will be evacuated to outdoors, weather permitting or to the same evacuation room the school is using **TBA**, in order for deep cleaning and disinfecting to be done.
- Isolation room will be equipped with a cot/chair, and sheet if needed/ desired by the ill child
- Upon parent arrival to the screening area outside, supervisor/designate will take child to parent and ensure the isolation room is disinfected properly following our disinfecting policy
- Public health will be notified, and their advice will be followed.
- Child must be self-isolated for 14 days before returning, or as per Doctor's diagnosis and orders

#### **If A Staff Member Becomes Symptomatic While at Work:**

- Staff member will immediately report to the Supervisor/Designate
- Supervisor/Designate will send staff member home immediately and cover until a replacement supply staff arrives
- If staff member was working in a classroom, that classroom will be evacuated and children will go to the Evacuation Room and/ or weather permitting to the outside play area, so that the classroom can be disinfected properly following our disinfecting policy
- If staff member was a designated cleaner, a replacement cleaner will be called in; the Centre will be thoroughly disinfected following our disinfecting policy
- Public health will be notified, and their advice will be followed.
- Staff member must self-isolate for 14 days before returning to work, or as per Doctor’s diagnosis and orders

### **If A Child, Parent/ Guardian or Staff Member Is Symptomatic Upon Arrival**

1. If a parent is symptomatic at drop off, child will **NOT** be able to come in the Centre.
2. If a child is symptomatic at drop off, child will **NOT** be able to come in the Centre.
3. If a staff member is symptomatic at arrival for start of shift, the employee will **NOT** be able to come in the Centre.

Anyone who meets one of the following criteria should not come to work:

- Has a fever or a new persistent cough and/or shortness of breath
- Is a vulnerable person (by virtue of their age, underlying health condition, other clinical conditions)
- Is living with someone in self-isolation or a vulnerable person
- Is living with a person that is in quarantine due to a presumptive or confirmed case of COVID-19

In all of the above scenarios, the Supervisor will contact the Health Unit at 519-258-2146 ext. 1420; and specify that you are calling from a recently re-opened Childcare Centre. Once reported to the Health Unit, a call to our Health Unit Representative will be made by the Supervisor. A single symptomatic, laboratory confirmed case of COVID-19 in a staff member or child must be considered a confirmed COVID-19 outbreak, in consultation with the local public health unit. Outbreaks should be declared in collaboration between the program and the local public health unit to ensure an outbreak number is provided. Other children, including siblings of the sick child, and child care staff/ providers in the program who were present while the child or staff member/ provider became ill should be identified as a close contact and further cohorted (i.e. grouped together). The local public health unit will provide any further direction on testing and isolation of these close contacts. Records of enrollment at the time of COVID-19 will be available to the Ministry of Health upon request.

Where a child or staff member is suspected of having or has a confirmed case of COVID-19, the Site Supervisor will also be responsible for reporting this to the Ministry of Education by filing a serious occurrence report in Child Care Licensing System within 24 hours. Our Consolidated Municipal Service Manager, currently Dawn Bosco, also needs to be made aware of the COVID-19 suspected or confirmed case. In addition, where a room, centre or premises closes due to COVID-19, Discovery will report this to the ministry as a serious occurrence. Discovery will post the serious occurrence notification form as required under the CCEYA, unless local public health advises otherwise.

### **Communicable Disease**

#### **Policy**

Many children in a child care centre will contract a communicable disease at some point in their care. Even with disinfecting and cleaning everyday children will still contract viruses that are airborne because the children are in close contact with one another. Therefore, child care workers must be responsible for controlling the spread of disease and managing any illnesses that occur.

When a child is diagnosed with a communicable disease; (ex. Chicken Pox) Discovery will advise the families of the other children in the program. If a child is diagnosed with a reportable disease, the supervisor will report it to the Windsor-Essex County Health Unit, Outbreak Management Team, along with the Supervisor filing a Serious Occurrence on the Child Care Licensing System (CCLS). If two or more children from one centre become ill with a reportable disease, the centre is in 'Outbreak' and must follow Discovery's Outbreak Policy in Infection and Outbreak Control and A Guide to Common Infections manual (found in this policy manual).

### **Procedure**

#### **Dealing with Communicable Diseases and an Outbreak:**

1. Upon arrival at Discovery all children will be observed for signs of ill health. Any child exhibiting signs of illness shall be excluded from attending the program, and their illness is recorded in the Record of Illness form and noted in the Classroom Daily Log Book.
2. Observation for illness in the children will continue for the duration of time they are in attendance at Discovery. Any child becoming ill during the day will be separated from healthy children immediately.
3. Site Supervisors will report any disease or illness and any unusual incidence of disease to the Executive Director, and the Health Unit according to the list of communicable diseases.
4. Parents of the ill child will be contacted in order to pick up the child, in the event a parent cannot be reached or is unable to come right away the child will be kept apart from the other children.
5. Ill children will not be allowed to return to the Discovery Program until they are symptom free for a minimum of **48** hours. This exclusion time may change depending on the disease and/or consultation with the Health Unit. During the Covid-19 Pandemic, children must be excluded from the program for 14 days if they test positive for the virus. Use the guide to Common Infections from the Health Unit to determine exclusion time when the disease is known.
6. Childcare workers will not be allowed to work if they are ill or diagnosed with a communicable disease. Childcare workers shall not return to work until they are symptom free for **48** hours. This exclusion time may change depending on the disease and/or consultation with the Health Unit. Use the guide to Common Infections from the Health Unit to determine exclusion time when the disease is known. During the Covid-19 Pandemic, staff will have staggered start times, and will only be working five (5) hour shifts, to limit the number of people in the work space at any given time.
7. For the purposes of exclusion one or more of the following conditions must exist:
  - Fever
  - Vomiting
  - Diarrhea
  - Respiratory symptoms (other than a common cold)
  - Rash/skin condition
  - Persistent, unexplainable, pain
  - Head lice

8. In situations where control of the disease is not possible (common cold) or the disease does not automatically require exclusion (fifth disease); Supervisor and staff can discuss with the parents whether a mildly ill child can participate. The final decision on whether the ill child can remain at the Discovery Program is entirely up to the Site Supervisor.

9. In situations where the incidence of illness in the children is occurring at a rate higher than what might be normally expected and patterns or clusters of illness are apparent, implement the policy and procedure for outbreak management.

### **Section 3: Daily Screening & Physical Distancing Measures**

#### **Daily Screening Procedure at Secured Entry Doors, Includes:**

1. Screener will take the temperature of all Discovery personnel, children, parent/guardian, and/ or entering visitor's temperature with an Infrared Thermometer.
3. Discovery personnel, children, parent/guardian, and/or entering visitor's (e.g. Children's First, Health Unit, etc.) arrival time and temperature will be recorded on our daily Sign in sheet, which will be kept on site for contact tracing.
4. Aforementioned persons will then be asked the questions from the Discovery Questionnaire, and will be asked to sign our waiver and liability forms. (Forms will only need to be signed once, unless the information changes.)

Once child has been screened and permitted to enter, a designated staff will take the child/ children to their classrooms. Upon arrival at their classroom, the teacher receiving the child will take the child to the bathroom to immediately wash hands and face before being permitted to do activities. Children and staff will be required to practice frequent hand washing procedures throughout the day.

1. Once one family has exited, the next family will be allowed in for screening.
2. At pick up time, the parent/guardian will come to the door.
3. One person may enter the designated outdoor screening area at a time.
4. Supervisor or Designate will identify pick up person and have a staff bring their child to the designated outdoor screening area.
5. Once one person exits with their child, the next person will be allowed in the designated outdoor screening area.

#### **Parent Declaration upon Returning to Childcare**

1. Please adhere to your scheduled drop off and pick up times. Please note that it could take a few minutes to get through the screening process, allow for this time. We appreciate your patience.
2. I understand I cannot accompany my child into the building under any circumstance.
3. Please respect social distancing and stop at the correct areas when parent and child or staff are being screened by the supervisor.
4. Please note that no medication will be administered, unless it is a prescribed EpiPen, Inhaler, or other Emergency, Life-Saving medication.
5. If your child is sick, depending on the illness, your child may be subject to 14 days of quarantine.
6. I am aware that a copy of the COVID-19 Policy has been made available to me at no cost.

#### **a) Arrival and Pick-Up Times**

All entrances will have hand sanitizer, with an alcohol content of at least 70%, available for use at the screening tables. Parents/ guardians are asked to arrive wearing a mask that covers their nose and mouth until further notice.



Children do not require a mask under the age of 2. One family (child/children and **one** parent/guardian) are allowed in the designated outdoor screening area at a time. Please maintain a 2 metre/6-foot distance while waiting to be screened. In the event that there is a family in the screening area, socially distanced markers will be present on the ground to maintain order and safety. Follow the signage and arrows for entering and exiting the screening area. It is best to stay in your vehicle until the lineup/ screening area is empty. One sidewalk is designated for arrivals at drop off and pick up, and the other sidewalk is for exiting after drop off and pick up from the screening area.

*Break Down of the Day* – The Site Supervisor or designate will open the program as normal with the addition of setting up the welcoming/screening table at the main child care entrance. This will be the same entrance as the childcare’s secured entry. The supervisor or designate will be in full PPE and take parent, child and staffs’ temperatures upon arrival. All staff must use sanitizer before entering the building and practice frequent hand washing procedures throughout the day. Only staff and children will enter the building. If a parent or anyone presents with a fever (over 38C), the child or staff member will not be permitted into the building. Temperatures will be recorded on the daily attendance sheets, as the supervisor marks the time the child arrived. The attendance sheets will remain at the screener’s table during hours of operation. In the event of an evacuation the supervisor or designate will collect the sheets and meet the staff at the normal evacuation gathering spot for proper roll call; cohorts will continue to social distanced while roll call is being conducted.

#### **b) Only Children and Staff/ Child Care Providers are Allowed Inside**

The Supervisor or designate staff will be at the front entrance to screen children, parents/ guardians and staff/ child care providers. Parents/ guardians will not be allowed past the screening area and are **NOT** allowed to enter the facility. Although this is much different than normal operating procedures it is a necessary step to limit the spread of this virus. Teachers will send out pictures via Brightwheel / Remind to aid in reassuring parents.

#### **c) Social Distancing In the Classroom Setting**

Children of different cohorts will be kept separated in their own classrooms, and will not have shared space while indoors. Children are encouraged to play separately and maintain a safe distance from one another. Naturally, children gravitate toward each other and we have always encouraged cooperative play. With that being said, teachers will strive to keep children as distant as possible while interacting with each other.

When in the same common space physical distancing of at least 2 metres must be maintained between different cohorts and should be encouraged, where possible, between children within the same cohort by:

- Having designated toys and equipment for each child in each room and cohort;
- Sensory materials will be provided in single use packaging for each child for the day, and labelled with the child’s name, then sent home, or disposed of at the end of the day;
- Spreading children out into different areas, particularly at meal and dressing time;
- Incorporating more individual activities or activities that encourage more space between children; and
- Using visual cues to promote physical distancing.

Teachers may choose to set out individual areas using painter’s tape on the floor so that children can play together distantly. As children get used to the new idea of playing separately together, teachers will play an important role in encouraging this new type of play and keeping the children busy. Teachers are asked to ensure they are also social distancing themselves from the children as much as is reasonably possible.

#### **d) Stagger Playground Times**

In shared outdoor space, cohorts must maintain distance of at least 2 metres between groups and any other individuals outside of the cohort. Children of different cohorts will be kept separated in their own fenced off playground areas while outdoors as well, outdoor play times will be stagger so that only one group is outside at a time, so there are less people crossing paths.

Play structures at the St. John's location will be cleaned and disinfected after each use, prior to being shared by the next cohort. Play structures that are looked after by the board of education **will not** be permitted to use at this time, nor walking to public locations to use that play structure.

The mandatory CCEYA outdoor playground times will not be required (e.g. one hour in the morning and one hour in the afternoon), if it causes an issue with staggering outdoor play times. However, Discovery encourages as much outdoor play time as possible, so that children receive the benefits of the outdoor fresh air.

#### **e) Move Cots & Cribs 6 Feet Apart (If Possible)**

With having a limited number of children in the classroom at this time, spreading out their cots to a distance of at least 2 metres at nap time will allow for more personal space and should be easily achieved. If this is not possible, children will be laid in their cots toe to toe, or head to toe.

#### **d) Meal Times**

Teachers will ensure that snack and lunch times are socially distanced events, by having tables and chairs adequately spaced apart from each other. Meal practices will be changed to ensure there is no self-serve or sharing of food at meal times. Teachers will use serving utensils to serve food and will be served in individual portions to each child.

Food from home will only be accepted into the program when required for special dietary needs, and special precautions for handling and serving the food will be taken (e.g. teachers will wipe down the food container with soap and water, while wearing gloves. Staff will then check the food for any suspected allergens and ingredients not allowed at Discovery, i.e. peanuts/ tree nuts, before providing the food and container to the child.)

Staff will ensure proper hand hygiene is practised when staff are preparing food and for all individuals before and after eating.

Discovery provides lunch that is catered in by **The Green Heart Nutritionist Catering Services** in Kingsville. Discovery and the Caterer will work together to ensure that all food will be served at the appropriate temperature (**60°C/140°F**) and in a timely manner. The food will be delivered in thermal heat containers to ensure proper temperature by a Green Heart Staff. Discovery Staff will greet them at the screening area to collect the food and take the foods temperature. The food will be served immediately to the children and the temperature will be tracked on the Lunch Temp Log Form. **The Green Heart Nutritionist Catering Services follows** the Canadian Food Guide to meet all meal requirements.

### **Section 4: Pre-planned Group Events/ Field Trips and In-person Meetings.**

#### *Alter or Halt Daily Group Activities*

Within the classroom, it is best to limit the contact that the children are having in large groups. Large group time may be achieved by making sure children sit in a certain spot to avoid contact with one another as much as possible. Plan activities that the children can stay spread out and do on their own.

Any large gathering type events will be postponed until further notice. No field trips will take place.

All mandatory in-person staff meetings will be held at a designated outdoor area, where social distancing can be appropriately adhere too. If it is not a requirement to meet In-person, then all meetings will be done through a virtual meeting format, such as the Facebook Messenger Group Chat.

**Key Message:** COVID-19 is believed to spread from person-to-person, often through droplets from coughing or sneezing. The virus is also believed to spread by people touching a surface or object and then touching their mouth, nose, or eyes. Current evidence suggests that the virus may be active for days on some surfaces.

**Note: This COVID-19 Health and Safety Policy will be provided to Parents considering registering their child, parents with children enrolled in our centre, and has been reviewed with every employee as of July 16, 2020, and upon the reopening of the child care sites. It has been submitted to the Ministry of Health and Ministry of Education.**