

# Beacon Learning Centre Covid 19 Health and Safety Policy

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## Introduction

The purpose of this policy is to establish a Risk Assessment and a Safety Plan for the provision of care for our staff, the families we serve, any contractors (plumbers, cleaners, A/C services) and any other professionals who may need to enter our workplace.

Symptoms of infectious disease COVID 19 range from mild – like the common cold and other common respiratory infections – to severe, and can include: fever, cough, and difficulty breathing, muscle aches, fatigue, headache, sore throat, and runny nose. Symptoms may also include difficulty swallowing, new olfactory or taste disorder.

Complications from the novel coronavirus can include serious conditions, like pneumonia or kidney failure, and in some cases, death.

Symptoms for children could include;

- o Sore throat, hoarse voice
- o Diarrhea
- o Runny nose

Atypical Symptoms/ signs of COVID-19 should be considered, particularly in children, older persons, and people living with a developmental disability. Atypical symptoms can include:

- o Unexplained fatigue/ malaise
- o Delirium (acutely altered mental status and inattention)
- o Unexplained or increased number of falls
- o Acute functional decline
- o Exacerbation of chronic conditions
- o Chills, Headache
- o Croup, Conjunctivitis

For more information about COVID 19 visit the Ministry of Health Ontario -

[http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/2019\\_guidance.aspx](http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/2019_guidance.aspx) or the public health unit at <https://www.phdapps.health.gov.on.ca>

Coronaviruses are spread mainly from person to person through close contact, for example, in a household, workplace or childcare centre. There is no vaccine currently available to protect against the novel coronavirus.

The 2019 novel coronavirus is spread through respiratory droplets:

- o Primarily from person to person through coughing, sneezing, close contact;
- o Touching contaminated surfaces.

## Purpose

As part of our due diligence to provide a safe workplace, the Beacon Learning Centre will develop and implement standards and procedures for the protection of our staff and families against this infectious disease based on a Risk Assessment.

The focus of this assessment is to look at specific jobs, routines, equipment and the environment to determine if the hazard of exposure to this infectious disease has been adequately controlled and make recommendations for improvement when deficiencies have been identified.

We will assess all areas of our facility that may expose our staff and families to the disease. Once we have assessed those hazards, we will develop controls that will aim to ensure the safety of the staff and our families. As part of that assessment process we will take into consideration elements such as ensuring we understand how Covid 19 is spread and what kind of controls are needed to protect staff and families such as sanitizing, cleaning, and means of physically distancing staff from each other.

## **Responsibilities**

### **Director (or her designate):**

- Review and communicate the current plan to staff and families
- \* Require that parents sign a document which acknowledges the possibility of exposure to Covid 19 at the Beacon Learning Centre
- Implement a review of this policy as often as necessary to ensure policy is protecting staff and families
- Respond to recommendations from Ottawa Public Health and the Ministry of Education
- Provide ongoing training to staff
- Communicate this safety plan to Ottawa Public Health and to the Ministry of Education when required.

### **Staff:**

- Understand their responsibilities to take every precaution reasonable for the protection of persons within our workplace.
- Practice and promote good cough and sneeze etiquette.
- Proper hand washing including the need to wash their hands frequently.
- Take a Covid 19 test when required by the Ministry of Education/ OPH.
- Outside of working hours take every reasonable precaution to avoid large groups of people, and where this is impossible, such as on public transport and in grocery stores, staff will wear a mask and practise hand hygiene.
- Participate in training
- Wear the Personal Protective Equipment as directed by the director and this policy/ procedure.
- Report to the director or designate if they feel unwell or suspect that they may be infected with Covid-19.

### **Definitions/ Acronyms**

- COVID -19: Is a disease caused by the 2019 Novel Coronavirus
- OPH: Ottawa Public Health
- PPE: Personal Protective Equipment

## **Risk Assessment**

In order to ensure we protect people at our facility from any possible exposure to this infectious disease in the school environment, from equipment, tasks or routines in our workplace, the director or her designate has taken a documented inventory of all areas of our workplace that could expose persons to infectious disease and reviewed the tasks and routines associated with our work.

Areas where persons could come into contact with the infectious disease:

**1. High touch areas including gate latches, doors, door knobs, light switches, counter tops, table tops and sides, chairs, faucets, pens, toilets, soap dispensers, phone, keyboard, office desk.**

The following measures will be taken to control these hazards:

Cleaning and sanitizing of high touch areas (using a 1:10 bleach solution and jay cloth) within the classrooms will happen two times per day (morning and afternoon). The classroom teachers will take

turns doing this. The cots need to be sanitized every week. Blankets and 'essential' stuffies will be stored in plastic bags in the cubby of each child after rest time, sheets will be changed every week, as usual. A sign off sheet will be provided to document cleaning and sanitizing.

The teaching assistant is responsible for cleaning and sanitizing the staff room table and chairs, the microwave, coffee machine, fridge door and high touch areas in the common areas such as door handles, light switches, the accessible washroom, the gate latches, the front door and side entrance door (inside and outside). This will be performed at 10.30 am, 3.30 pm. A sign off sheet will be provided to document cleaning and sanitizing. Staff will sanitize the staff washroom themselves after each use by spraying the toilet seat, toilet handle, door handle, faucet and sink.

The director or designate will be responsible for using a disinfectant wipe to clean twice daily the high touch areas of the office, such as the phone, the keyboard, the desk, the door handles and light switches.

### **2. Toys, puzzles, art supplies, the climber and other playground equipment, sand toys, ride-ons, tricycles and other outdoor equipment such as balls and hoops.**

The following measures will be taken to control these hazards:

Toys must be washed twice a day in bleach solution (1:10 ratio). Board books are to be wiped down with Lysol wipes, or rotated so a different set of board books are used each day.

Paper books will not be handled by the children.

The outdoor equipment will be sprayed with bleach solution (1:10) by the director or the teaching assistant after each group has used it.

### **3. Soft furnishings and toys such as cushions, stuffed animals and dress up clothes.**

The following measures will be taken to control this hazard:

The classrooms must have no shared sensory materials, dress ups or stuffed toys.

Bench cushions will be either removed or covered with easy to remove washable covers or vinyl table cloths which may be wiped down.

## **Daily routines that could expose staff to infectious disease:**

### **1. Comforting a distressed child.**

Wear protective smock to cover clothing worn from home. Practice diligence with regards to teacher to child facial proximity. Wear a mask and face shield or goggles. Remove smock for washing and wash hands once the child has recovered.

### **2. Laying with children to help them sleep.**

Wear a face shield or goggles plus a mask. Try to keep a distance from the child's face where possible while comforting a child to sleep.

### **3. Diaper changing, toileting routines.**

Always wear gloves when changing diapers. As always, wash your hands and wash the child's hands after diapering/toileting routine.

### **4. Assisting a child with personal hygiene such as nose wiping.**

Wash hands/use hand sanitizer after wiping a child's nose.

### **5. Staying with a child who is being isolated due to symptoms of ill health.**

If a child develops symptoms of ill health, take him to the director or designate. The child must be immediately isolated (preferably outside) and his parent/guardian called to take the child home as soon as possible. If the child is experiencing respiratory symptoms, the child (aged 2 or over) will be asked to wear a mask while waiting to be picked up. Whether or not the child is willing to wear a mask, the staff person caring for a child with respiratory symptoms must wear gloves, overshirt and face shield in addition to a mask. Hygiene and respiratory etiquette should be practiced while the child is waiting to be picked up. Tissues should be provided to the child for proper respiratory etiquette, with proper disposal

of the tissues and proper hand hygiene. Environmental cleaning of the child's isolation space should be conducted once the child has been picked up.

These hazard controls will be regularly assessed and we will ask ourselves if they are adequate, if they can be improved or if we need to create safer work instructions.

## **Safe Work Procedure for working during COVID 19**

In addition to the hazard control measures mentioned above, the following safe work procedure will be implemented:

- Staff will review this plan before starting work and provide feedback of any job hazards that need to be addressed in this policy. This policy will be updated over time as precautions/actions against this virus will change. For example, when we reopened we were at Stage 2 of the Province's emergency plan. Now we have moved to Stage 3 and our class sizes are the same as they were pre-pandemic.
- Staff will attempt to remain physically distant from one another while at work (2 metres apart). Staff will only be in their program room and will not visit other program rooms. This is to minimize the number of contacts each person has.
- On arrival at the centre each morning staff will complete a health / temperature check, wash hands in the accessible washroom and then proceed to their classroom.
- The director or designate plus teaching assistant will greet and screen each family with a preschooler at the front entrance. The toddlers will be greeted and screened at the playground door. The staff at the doors will complete a health/temperature check. If the child or family member has symptoms of ill health the child will not be allowed to enter.
- Once a preschool child passes the screening, the teaching assistant will take the child to the cubby area, wash the child's hands and her hands in the accessible washroom and then take the child to the classroom. Toddlers will be taken to their rooms to have their hands washed. Parents will not enter the BLC to drop off or pick up their children. At the end of the day parents will have their child brought outside to them by the teaching assistant or the director/designate. See below for more details regarding screening.
- The classrooms must not have shared sensory materials, dress ups or stuffed toys. Individual water play tubs and batches of play dough may be used. A minimal number of toys will be put out, and only those toys that can be easily washed and sanitized.
- \* Mouthed toys must be removed to be washed and sanitized as soon as the child has finished playing with it.
- \* Avoid singing inside the classroom as this activity is more likely to spread droplets. Consider having circle time outside.
- \* Parents need to apply sunscreen to their child each morning. Staff will apply sunscreen before playing outside in the afternoon. Staff must wash their hands before and after applying sunscreen to a child. Sunscreen must be brought from home and labeled with the child's name.
- Each group needs to take turns playing outside, so there is no contact between programs.
- \* At rest time try to space out the cots so that the children aren't breathing onto one another's faces. If space is an issue, place the children so they are head to toe.
- The staff and children need to wash their hands when they first arrive at BLC, after coming in from outside, after using the bathroom and before eating.
- Each child needs to bring a clearly labeled water bottle to school each day. They will be kept out of reach and the teachers will offer the children their water bottles throughout the day, especially when playing outside.
- The cook and teaching assistant will be the only people allowed in the kitchen. The teaching assistant will deliver the food trolleys to the door of each program. The trolleys will be sanitized every morning

before snack, before lunch and before afternoon snack by the teaching assistant. The cook and teaching assistant will wear masks while in the kitchen and when the food trolleys are delivered to the classrooms. Food will be covered with foil/plastic wrap while transported to the program room doors.

\* Try to space out children at lunch time. Only teachers may serve food.

\* A laundry basket will be placed outside each room for soiled shirts, face cloths, bibs and sheets. The teaching assistant will collect the baskets daily, launder these items then return them to the classrooms.

- No more than two staff may be in the staff room at a time. Staff are encouraged to eat their lunch outside whenever possible. Staff are encouraged to stay at BLC during their lunch break. If they leave the BLC they need to ensure that they wash their hands on re-entering the building.

- Staff must wear masks and face shields while inside unless they are alone in a room. Other PPE include shirts to be worn over clothing and that can be easily removed for cleaning after comforting a child. Outside staff only need to wear masks and face shields if they are unable to maintain a 2 metre distance from others.

\*Supply staff may only work in one childcare centre, and in the childcare centre, in only one program per week in order to limit exposure.

- If a child or staff member has symptoms of ill health they need to be tested for Covid 19, or remain at home for 14 days, monitoring symptoms.

## Daily Screening

All individuals, including children, parents/guardians and staff must be screened upon arrival.

Each month parents/guardians will have an opportunity to choose a preferred screening/drop off time.

Parents/guardians will not be allowed into the facility and will be asked to stay in their car (or at the perimeter of the school if walking or cycling) and will be invited to the screening station when it is their turn. **Parents must wear masks when dropping off and picking up their children.**

Screening of every child entering our facility will include recording the temperature of the child with a no touch infrared thermometer. A temperature of 37.8 degrees Celsius is considered a fever. Also recorded each day will be the best person to contact in the event that the child develops symptoms and needs to be picked up quickly. Parents/guardians will be asked the screening questions daily (see COVID Screening Log Sheet below) and the director will confirm they have answered “no” to all of the questions and initial the log sheet. If a parent/guardian answers “yes” to any of the screening questions their child will not be allowed to enter our facility until a self-quarantine has been completed or until that child has been tested negative to the disease. Daily logs will be kept. As part of our screening, we will ask if the parents/guardians have any symptoms outlined in the COVID-19 website, or any person they have been in contact with have been diagnosed with COVID 19.

Children in particular should be monitored for atypical symptoms and signs of COVID-19.

If a child has an underlying condition such as an allergy which causes a runny nose, this information should be emailed to the director before the child arrives at BLC.

A table will be set up outside for parents to place any items that the child needs including backpacks and medication. On a child’s first day there will also be diapers, changes of clothing, rest time blankets, sunscreen and essential stuffies. Ottawa Public Health is not in favor of stuffies that go back and forth from home to school. Please only send stuffies that may remain at school and purchase an extra one for home.

If a child requires medication, such as an epi-pen, inhaler, or antibiotics, a medication form will be emailed to the parent to complete at home. This needs to be completed and returned electronically to the school.

Screeners should take appropriate precautions when screening, including maintaining a distance of at least 2 metres (6 feet) from those being screened and wearing personal protective equipment such as a mask and face shield.

Any contractor (plumbers, electricians, cleaning supply deliverers, cleaners, A/C services) or Children's Inclusion staff, OPH staff or Ministry of Education staff who is required to enter the premises will also be required to undergo a COVID-19 screening. These individuals will be required to wear a mask and to practice physical distancing and wash hands on entering the centre. A daily record will be kept of anyone entering the centre, including their name, contact information, screening information and their arrival and departure time.

### **Pick up time**

At the end of the day parents will ring the doorbell and the teaching assistant or the director/designate will collect the child from the classroom, wash his hands, collect any wet/soiled clothing and art work from his cubby and then bring him to his parent who will be wearing a mask and waiting outside.

### **Procedure in the event of a staff member or child developing symptoms of ill health**

For the safety of children and teachers, parents must have a plan in place to have their child picked up in a timely manner (within 30 minutes) if they are contacted by BLC because their child is showing symptoms of ill health.

Child care centres have a duty to report suspected or confirmed cases of COVID-19 to the Ministry of Education. Parents in the program will be notified and asked to monitor for any signs of ill health in their children. If the staff member or child tests positive for Covid 19, parents will be notified and additional testing of staff and children may be required, as directed by OPH.

In the event that a staff member develops any symptoms of illness (respiratory or otherwise) while working at the centre, the staff member must be immediately isolated and sent home. If the staff member is experiencing respiratory symptoms, ensure the staff member immediately performs hand hygiene and leaves the centre. In the case of a child developing a symptom of illness, the child will be isolated with the director (or designate), the child's parent/guardian will be contacted and asked to pick up their child within 30 minutes.

Any staff member who develops any symptoms of illness (respiratory or otherwise) must go to an COVID-19 assessment site for testing. If a COVID-19 assessment is positive, the staff may only return to the centre when advised by OPH. If the assessment is negative, the staff may return to the centre 24 hours after symptoms have been resolved.

If a child develops symptoms of ill health it is recommended that he be tested for Covid 19. If he is not tested, he must stay home for two weeks or until 24 hours after symptoms are fully resolved, whichever is longer.

It should be emphasized that if a child's temperature is 37.8 degrees Celsius or higher, or if the child has any cold-like symptoms or vomiting and/or diarrhea, they must stay home. If a child suffers from seasonal allergies this must be documented by the parents before the child's return to BLC.

Once symptomatic individuals have left our centre, we will ensure that contaminated surfaces and high touch areas are disinfected, and any items touched by the sick person will be cleaned and disinfected. Items that cannot be disinfected, such as items made of paper or cardboard, will be stored in a sealed container for at least 7 days.

## **COVID Screening Log Sheet**

Every person dropping off a child is required to answer the following questions. Any person answering yes to any of the below questions may not be able to drop off that child and further action may be required.

1. Do you or someone in your household have any of the following symptoms: severe difficulty breathing (e.g., struggling for each breath, speaking in single words), chest pain, confusion, extreme drowsiness or loss of consciousness?
2. Do you or someone in your household have shortness of breath at rest or difficulty breathing when lying down?
3. Do you or someone in your household have a new onset of any of the following symptoms: fever, cough, sore throat, shortness of breath and if the patient is an infant, poor feeding and lethargy?
4. Do you or someone in your household have a new onset of one or more of any of the following symptoms: runny nose, muscle aches, fatigue, loss of taste or smell, headache, hoarse voice or nausea, vomiting or diarrhea?
5. Have you or someone in your household been in contact in the last 14 days with someone that is confirmed to have COVID-19?
6. Have you or someone in your household been in a setting in the last 14 days that has been identified as a risk for acquiring COVID-19, such as on a flight, at a workplace or an event?
7. Have you or someone in your household traveled outside of Canada in the past 14 days?