



## Covid-19 Reopening Policies and Procedures

### **Update April 16, 2021 from GCNS**

You will recall from the COVID-19 policy signed by all parents that in order to minimize the risk of transmission, all parents are required to maintain a 2m distance from one another. We have further requested that parents wear masks at pick-up and drop-off as distance can be difficult given the numbers of people and the unpredictable nature of children's movement and needs. This request is in line with current OPH advice that where a distance of 2m is not possible, a mask should be worn.

The board would like to remind all families to keep 2m distance from others and to wear a mask when it is not possible to distance. Families who contravene this policy will receive a written warning, and on a second instance, will be dismissed from the GCNS.

### **Update August 17, 2021 from Ministry of Education**

The outdoor play structure will no longer be disinfected before use each morning at 8:15 am.

Masking is no longer required while outdoors on the playground for teachers.

Singing is permitted indoors; masking is encouraged but not required for singing if a minimum of 2 m distance can be maintained.

Returning from travel outside of Canada: Per the Government of Canada, "Unvaccinated children less than 12 years of age who enter Canada with their fully vaccinated parents, step-parents, guardians or tutors, are not required to quarantine upon entering Canada if both the child and the parents, step-parents, guardians or tutors, meet certain requirements in the Order and comply with the conditions imposed on them by the Minister of Health." However, unvaccinated children returning from

travel and exempt from quarantine are not permitted to attend school, camp or daycare for 14 days after arrival in Canada.

**Read the full Order here:**

**<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/awareness-resources/unvaccinated-children-under-12-without-symptoms-travelling-fully-vaccinated-parents-guardians.html>**

Playdough, sand and water will be offered in sensory bins, and the emphasis will be on hand hygiene before and after the use of materials.

During inclement weather we have the use of the main hall in the Community Centre for our exclusive use between 11:00 am and 11:30 am.

**For the 2021 - 2022 school year,** "If by the end of June, you feel your child is not yet ready to join the school, we simply ask that you inform the Registrar at registrar@glebepreschool.com before July 1st indicating that you have decided to withdraw from the program (otherwise the first two months' fees will be forfeited)."

If your child becomes symptomatic while at GCNS, you will be called to pick them up, and your fees will continue to be owing until your child is cleared by OPH.

Throughout the year, the Board will review the number of weeks that the school has been closed due to any outbreaks or provincial shut downs and will assess fee refunds if required.

#### **Update September 15, 2021 from GCNS**

Fully vaccinated parents are now permitted to enter the nursery school (when the children are not present) after being screened at the door by GCNS staff and providing proof of full vaccination.

To book an 11:45am tour of the nursery school, parents may make a request to Registrar@glebepreschool.com providing their preferred date and an alternative date. On the confirmed date, parents are asked to meet the Director at 11:45 at the front doors of the Glebe Community Centre (Third Avenue entrance) for health screening and vaccination verification before entering the building.

#### **Update December 6, 2021 from GCNS Board of Directors**

We've heard from a number of you that you'd appreciate a second chance to get the health screening submitted if you miss the 8am deadline on a busy morning, and we've been working with Helen to find a solution. Though we'll still expect submission by 8am whenever possible, there will be the option, starting this week, to select "Send me a copy of my responses" at the bottom of the form, and show Helen this emailed copy on your phone when you arrive at drop-off. This is meant to be used as a recourse on those mornings that just get away from us (and we've all had them!). If the teachers find that the at-the-gate option is becoming the go-to for many, and it's slowing

down drop-off significantly, we'll have to go back to the firm 8am cut-off time. So please, submit before 8am whenever you can! To make the emailed responses quicker to read, we've rearranged the screening questions slightly so the most relevant info is visible at once -- i.e., child's name; yes, they're attending; no, they have no symptoms. Ideally, Helen won't have to scroll through the whole email. (If anyone has suggestions for improvement once this process has been tested, please let us know!) We'd also like to take this opportunity to reiterate the importance of submitting the screening even if your child is staying home. Helen needs to be able to account for every child -- during a licensing spot-check, if she is asked why children who are not there are absent, she must have the information at the ready. She is also required to notify Ottawa Public Health if two or more children or staff have gastro-intestinal symptoms within a 3-day period, or if greater than 15% of children and staff report symptoms on one day.

-GCNS will now be using Oxivir Plus as their cleaner/disinfectant in place of bleach

### **December 30, 2021 from Ministry of Education**

The ministry will be providing educators with the option of non-fit-tested N95 masks and staff have the choice to wear either the non-fit-test N95 masks or medical masks provided by the ministry.

Given recent changes to case and contact management by the Ministry of Health and OCMOH, the ministry will suspend reporting of COVID-19 cases in child care.

Updated child and staff screener.

### **January 3, 2022 from GCNS**

Until further notice, the use of playdough at the sensory table will be suspended. Playdough/clay will be used for individual use at the art table as planned by the educators for an art activity. Updated staff screener as per government guidelines.

### **January 2 and 7, 2022 from GCNS and OPH**

-GCNS created and circulated a new "Closure Policy due to insufficient staffing". Visit link:

[https://docs.google.com/document/d/1VDgg8\\_LGMhT1vjT8xyMRx6k0Xq1RXD3sCaGPM3bVK1O/edit](https://docs.google.com/document/d/1VDgg8_LGMhT1vjT8xyMRx6k0Xq1RXD3sCaGPM3bVK1O/edit)

-Updated child and staff screener as per government guidelines.

Updates from Children's Services and OPH: On December 30th 2021 the Ministry of Health has released updated COVID-19 Case Contact and Outbreak Management guidance on COVID-19 due to the emerging picture of the impact of the Omicron variant on Ontario's cases. Key changes to OPH processes:

-the approach to outbreak management in child care settings will change significantly. If an individual with symptoms or who tested positive on a rapid antigen test attends a child care setting, OPH will no longer be dismissing close contacts or cohorts within the child care setting.

-publicly funded PCR testing will only be available for high-risk individuals and rapid antigen tests will not be available to child care settings

As per the new screener from the Ministry of Education, please follow the link and follow the instructions as per instructions with regard to isolation and return to school.

<https://covid-19.ontario.ca/school-screening/>

### **January 17th from OPH**

Link to memo from OPH:

[https://drive.google.com/file/d/1\\_R83bdEVJLjP36qnOcjEk1DxT7KScW/view?usp=sharing](https://drive.google.com/file/d/1_R83bdEVJLjP36qnOcjEk1DxT7KScW/view?usp=sharing)

-Public health units will no longer be dismissing cohorts. Any dismissals or closures of child care will be contingent on operational requirements determined by the child care operator.

-Child care will report elevated absenteeism rates to OPH. If appropriate, this information will inform the need for additional measures.

-Ottawa Public Health (OPH) strongly recommends everyone to:

- screen themselves daily,
- stay home if unwell,
- assess personal risks when leaving the house,
- pause non-essential indoor gatherings with people outside of your household, regardless of vaccination status, and
- get vaccinated or boosted when eligible.

### **-Isolation instructions for individuals with symptoms of COVID-19:**

**The isolation instructions have changed this year!** In response to the rapidly spreading Omicron variant, the Ministry of Health has updated the isolation requirements including **staying home if you, your child or a household member has even *one* symptom**. Isolation requirements may differ depending on symptoms, vaccination status and a person's age

OPH has developed this self isolation flowchart to show how long you or your child need to isolate.

<https://www.ottawapublichealth.ca/en/public-health-topics/resources/Documents/Self-Isolation-Flowchart-EN.pdf>

### **January 25, 2022 updates from GCNS**

-letter re RAT distribution to families and staff for symptomatic use only

[https://docs.google.com/document/d/1yJDfth5R66MtdUL8BwfkCucv2\\_-kRQx9iwXIHJsuhg/edit](https://docs.google.com/document/d/1yJDfth5R66MtdUL8BwfkCucv2_-kRQx9iwXIHJsuhg/edit)

### **February 14, 2022 updates from Ministry of Education**

GCNS is no longer required to report confirmed cases of COVID-19 as a serious occurrence to the Ministry of Education. We are still required to report program closures related to COVID-19 where they result in an "Unplanned Disruption of Service" to the normal operation impacting the entire center either voluntarily or

ordered by OPH.

<b>Glebe Cooperative Nursery School</b>
<b>Policy: Pandemic Policy</b>
<b>Date drafted: June 17, 2020</b>
<b>Reviewed: July 29, 2020</b> <b>Revised: August 5, 2020</b>
<b>Approved: August 6, 2020</b>
<b>Parents Notified of Updates via Email: August 20, 2020; August 31, 2020; September 10, 2020; September 30, 2020; November 10, 2020; February 22, 2021; March 14, 2021; April 16, 2021; August 19, 2021; August 24th, 2021; September 15th, 2021, December 6, 2021, January 3, 2022, January 7, 2022, January 17, 2022, January 25, 2022, February 14, 2022</b>

**Purpose:** These policies and procedures were created for families and staff to be aware of and adhere to the health and safety directive established by Ottawa Public Health and The Ministry of Education, under the guidance of the CCEYA, during a global pandemic.

**Policy**

All staff of GCNS must adhere strictly to the guidelines and practices below to reduce the risk of contracting or transmitting an infectious disease or illness during a pandemic.

Parents and staff must read and sign the form below indicating they have read and understand the policy and procedures.

The Pandemic Policy and Procedures are required to be reviewed with employees before they begin their employment and reviewed annually thereafter.

**Pandemic Procedure**

The Director will advise staff and ensure they use the guidelines in the above noted policy.

Staff will make themselves aware of the pandemic by:

- Partaking in any required training to maintain current information on health and safety related to the pandemic. The Director must ensure that training is provided to all staff on the Health and Safety protocols.
- Reading all memos posted: in particular; Health and Safety, Ottawa Public Health regarding Pandemic information, and Guidelines and Expectations set by OPH.

- Reading the centre's communication logbook daily and initial they read it at the beginning of their shift.

### **Ratio and Cohort Size**

As of September 1, 2020, child care settings may return to maximum group sizes as set out under the CCEYA. GCNS will continue with the group size noted below. The Board may revise the group size for the Preschool program to full capacity of 24 children.

The Toddler program (Tuesday/Thursday) will have a maximum of 15 children and 3 educators while still maintaining a 1:5 ratio. The Preschool program (Monday/Wednesday/Friday) will have a maximum of 20 children with 3 educators while still maintaining a 1:8 ratio.

The cohort of THE SAME children and staff will stay consistently together throughout the duration of the program for a period of 7 days.

### **Staffing**

Educators are to stay with their assigned Toddler and Preschool cohort.

Educators work 8:00 a.m.- 12:30 p.m. and no breaks are required.

Additional staff (Heidi) was hired to work Monday - Friday from 9:00 am till 12:00 pm to support the classroom with additional cleaning requirements and covering for Helen, Kim, Melanie as required for administrative work.

Supply teachers will be assigned if permanent staff are unable to attend and we do not meet required ratios, and will follow the policies and procedures of the GCNS.

Staff is required to have valid certification in first aid training including infant and child CPR.

Staff are required to have valid vulnerable sector checks (VSC).

### **HEALTH & SAFETY PROTOCOLS**

GCNS will stay informed and follow all current advice from the Ottawa Public Health Unit, as changes occur. Below are the current protocols for cleaning, use of PPE, screening, reducing the risk of spreading illness, and steps to be followed if symptoms appear.

#### **Cleaning**

Because we use a shared space with the Glebe Community Centre, each morning, before the program begins, all frequently touched surfaces (doorknobs, toilet handles, toilets, light switches, faucet handles, toy shelves, countertops, tables, chairs, fridge, microwave) will be disinfected. They will also be disinfected at the end of the program and as required during the morning program.

Tabletops will be disinfected before/after each use.

The outdoor play structure will no longer be disinfected before use at 8:15 am.

Diluted bleach will be used to disinfect. Surfaces will be sprayed, left for one minute (or appropriate contact time) and then wiped with a clean cloth. Please refer to the below chart for concentrations of bleach/water per Ottawa Public Health.

Concentration	Uses	Mixture	Contact time
1000 ppm	During the COVID-19 pandemic, to sanitize child care surfaces, diapering stations, toys, play areas, pet cages and high touch hard surfaces.	20 mL of bleach with 1 litre of water  OR  4 tsp of bleach with 4 cups of water	1 minute
5000 ppm	To disinfect surfaces or items that have been in contact with blood or body fluids, including blood spills, vomit or fecal (stool) contamination  To sanitize surfaces or items during outbreaks of illnesses in child care or school settings	100 mL of bleach with 1 litre of water  OR  ½ cup of bleach with 4 cups of water	≥10 minutes

*\*Note: The contact time, also known as the wet time, is the time that the disinfectant needs to stay wet on a surface to make sure it can kill all the germs. It is the length of time you leave the solution on the surface before wiping it down.*

Towels, doll clothes, blankets and cleaning cloths will be collected through the week and sent home with the assigned volunteer parent on Monday, Tuesday, Wednesday, Thursday and Friday for laundering in hot water.

All toys/play materials will be cleaned and disinfected a minimum of once a day (after children have left for the day at 11:30 a.m.). Mouthed toys are to be removed from the classroom immediately and disinfected at the end of the program. Please refer to the cleaning and disinfecting log which lists each item.

Dishes, utensils etc. will be washed with soap and water and disinfected after every use.

A log will be kept to record cleaning and disinfecting. [Cleaning and Disinfecting Log](#)

### **Use of PPE**

All staff will be provided with appropriate PPE as required.

All adults in a child care setting (i.e., child care staff, essential visitors, and students) are required to wear medical masks and eye protection (i.e., face shields, goggles) while inside the child care premises, including in hallways. GCNS Educators will wear medical masks and goggles.

Masks are mandatory when preparing and serving food.

Masks and disposable gloves are mandatory when changing diapers.

Masks, face shields/goggles, gown and gloves are mandatory when caring for a child who has become sick throughout the day and is waiting to be picked up by a parent/guardian.

Masks, face shields/goggles, and disposable gloves should also be worn if dealing with blood or other body fluids with risk of splashing.

Effective September 1, 2020, the teaching staff are required to wear medical masks and face shields/goggles while inside the child care premises, including in hallways. The use of masks is not required outdoors if physical distancing of at least 2 metres can be maintained between individuals. Reasonable exceptions to the requirement to wear masks indoors could include circumstances where a physical distance of at least 2 metres can be maintained between individuals. During circle time when educators are singing with the children and a distance of 2 m is maintained, the educators can choose not to wear a mask. During the times of 7:30 am - 8:30 am and 11:30 am - 12:30 pm when educators are setting up the classroom and cleaning the classroom at the end of the program (children are not present), masks are not required if they can maintain a 2 m distance. Exceptions to wearing masks indoors could also include a medical condition.

Hands are to be washed (or disinfected with sanitizer if soap/water is not available) before putting on a mask and after removal.

Frequent hand washing using soap and water is to be done by all staff and children. Hand sanitizer with at least 60% - 90% alcohol will also be available but hand washing is preferred. Hand sanitizer is not recommended for children and must be kept out of reach of children.

Parents have the choice to provide a mask (labelled with the child's name) for their child. A labelled ziploc bag must be provided for the mask to be stored when not in use.

### **Health Screen Procedure**

Please refer to the link below, OPH "Supporting Child Care during COVID-19" for answers to FAQ.

<https://www.ottawapublichealth.ca/en/public-health-topics/supporting-child-care-during-covid-19.aspx>



To reduce the risk of transmission and exposure, an online health screening questionnaire will be performed as a daily tool to monitor the health of all employees, children, and visitors before entering the GCNS.

Daily screening must be done prior to arrival at the GCNS (**within 2 hours of arrival**).

Parents will receive a link for the online screening questionnaire and we encourage you to complete this form by 8:00 am.

<https://forms.gle/eVjxWc1ALhgiGMtP6>

**Returning from travel outside of Canada:**

**Requirements for an unvaccinated child less than 12 years of age**

**For 14 days after arrival, the child must not:**

- attend school, camp or daycare
- attend a setting where they may have contact with vulnerable people (e.g., long-term care facility), including people who are immunocompromised, regardless of that person's vaccination status or public health measures
- travel on crowded public transportation that does not ensure physical distancing and masking
- attend large crowded settings, indoors or outdoors, such as an amusement park or sporting event

Further information on what your child can and cannot do can be found:

<https://travel.gc.ca/travel-covid/travel-restrictions/isolation>

### **Staff Screening Process**

Staff must complete the online screening checklist before 7:30 a.m., prior to arriving at the GCNS. Upon entering the Glebe Community Centre, staff will use the hand sanitizer provided at the entrance, and then once inside the GCNS classroom, wash their hands using soap and water following proper hand washing protocol.

### **Drop off/pick up procedure**

Our program starts at 8:30 a.m. Children are to be dropped off no later than 8:45 a.m. to ensure staff are available outside to accept children. When you arrive, please do not enter the Community Centre. You will be greeted by two staff who will be wearing a face mask. One staff member will sign the child in and one staff will escort the child to the playground or classroom (weather dependent). If a staggered entry is implemented to reduce overcrowding, families will be notified by email.

All parents are required to maintain a 2m distance from one another. We have further requested that parents wear masks at pick-up and drop-off as distance can be difficult given the numbers of people and the unpredictable nature of children's movement and needs. This request is in line with current OPH advice that where a distance of 2m is not possible, a mask should be worn.

The Board would like to remind all families to keep 2m distance from others and to wear a mask when it is not possible to distance. Families who contravene this policy will receive a written warning, and on a second instance, will be dismissed from the GCNS.

If you arrive after 8:45 a.m. and the class is not in the playground, please call the Nursery School at 613-233-9708. A staff member will meet you at the front door of the Community Centre. Please note that you may have to wait as the educator can only leave the classroom when it's appropriate to do so. Do not enter the Community Centre.

To help with preparing your child for the morning drop off, a notification will be posted to the Sandbox Newsfeed each morning by 8:00 am indicating if **we will be starting the program inside the classroom due to inclement weather.**

Pick up will take place at the front door of the Community Centre at 11:30 am.

When possible, we ask that only one parent drop off and pick up the child/children to avoid increased exposure.

There is no shelter, so in case of inclement weather, please bring an umbrella as you will be required to physically distance while waiting for your child to be signed in.

Personal belongings should be minimized. Please provide a change of clothes, diapers/wipes if required and indoor shoes to be left at GCNS. We ask that parents provide a labelled water bottle/cup which will be returned at the end of the program, No toys from home are allowed at this time. All belongings must be labelled with the child's name. Parents will be informed when extra clothes, diapers, wipes, etc. are required.

Please note that car seats/strollers cannot be brought into the Community Centre and cannot be stored in the GCNS classroom.

To minimize touch, children are to arrive with sunscreen already applied.

During arrival and dismissal, families are to maintain 2 metres ( 6 feet) distance between each other. Staff will release children to families one at a time.

*This drop off routine will be quite different for children and can be stressful, especially when we first go back. It will be helpful to staff if you say a quick goodbye, give reassurance and then allow staff members to escort the child inside/to the playground. If you would like us to send a quick photo of your child to reassure you that they are happy, just ask us, and we will as soon as possible. This is new for all of us and we ask for your patience and cooperation.*

### **Food Provision**

Public Health will not permit prepared food from families' homes to be provided and shared amongst the children. Children with specific dietary requirements/allergies may still be provided with an individual snack from home and precautions for handling and serving the food will be put in place.

Dry goods such as crackers, granola bars, etc., will be purchased in bulk at Costco and stored in the office to be used for both classes.

Perishable foods such as fruit, packaged vegetables, yogurt drinks, cheese, will be provided by the Metro Glebe and delivered on Monday mornings, and stored in the refrigerator within the classroom.

Birthdays: As always, we will continue to celebrate each child's special day. We will sing Happy Birthday, and provide a candle for them to blow out. They will have the opportunity to decorate their own birthday crown and receive a special sticker of their choice.

Parents are to provide a labelled cup or water bottle for their child. Water bottles/cups will be returned at the end of the program.

Masks are to be worn when preparing and serving food but can be removed when staff are eating with the children.

Proper hand hygiene is to take place before serving food. Gloves are not required to be worn when serving snacks.

All children should wash hands for a minimum of 20 seconds before joining the snack table.

Food is not to be shared or self-serve.

Children will not be permitted to help with the preparation or serving of food.

Activities such as baking can not happen if children are touching the utensils and ingredients.

Extra care should be taken to ensure that items such as cups, water bottles, cutlery, food, etc. are not accidentally shared.

Each child will be provided with a napkin for their snack to be served on.

Children are seated four (6 for larger) at a table to encourage physical distancing. Staff will serve the snack to the children and then sit at the table with them.

Tables and counters used to prep food are to be disinfected before and after snack.

All dishes will be washed in hot soapy water and then disinfected with bleach/disinfectant solution.

### **Records and attendance**

Daily attendance will be kept of anyone entering the GCNS (such as cleaners, Ministry of Education personnel, Public Health personnel, children, staff, maintenance workers, and people providing support for children with special needs) and the approximate length of their stay. This record will be maintained and kept on the premises. Records (e.g., name, contact information, time of arrival/departure, screening completion/result, etc.) will be kept up-to-date and available to facilitate contact tracing in the event of a confirmed COVID-19 case or outbreak. The City of Ottawa also requires that the Director maintain a list of all children/parents/staff/visitors who enter the GCNS, and include their phone number and the time they were in the GCNS.

### **Visitors**

There will be no parent duty days, or volunteers during this time.

Ministry staff and other public officials such as fire marshall and public health inspectors are allowed to enter the building but must be recorded in the log to allow contact tracing if necessary.

Students are now permitted to complete post-secondary educational placements. Students are required to abide by all enhanced health and safety measures in place, and review the GCNS Pandemic Policy. GCNS typically does not accept post-secondary educational placements because the length of our program doesn't meet their requirements for placement hours.

Fully vaccinated parents are now permitted to enter the nursery school (when the children are not present) after being screened at the door by GCNS staff and providing proof of full vaccination.

To book an 11:45am tour of the nursery school, parents may make a request to [Registrar@glebepreschool.com](mailto:Registrar@glebepreschool.com) providing their preferred date and an alternative date. On the confirmed date, parents are asked to meet the Director at 11:45 at the front doors of the Glebe Community Centre (Third Avenue entrance) for health screening and vaccination verification before entering the building.

### **Provision of Special Needs (SNR) Services**

All provisions for special needs will continue. SNR Services (Special Needs Resources) are allowed if in-person support is deemed essential. Advance arrangements must be made, staff members must be assessed, and the visit must be recorded in the visitor log.

The SNR staff do not count towards staff to child ratios and they are not included in maximum capacity rules.

### **When to Report**

#### **Child Care Centres are to notify the Ministry of Education when:**

- A child, staff, student, or visitor has a confirmed case of COVID-19 (i.e. positive COVID-19 test results) and reports this as a Serious Occurrence.

#### **Child Care Centres are to notify OPH when:**

- Any child, staff, or student tests positive for COVID-19
- Two or more children, staff or students have gastro-intestinal symptoms (nausea, stomach cramps, vomiting and/or diarrhea) within a program group or the facility/daycare in a 3-day period (even if the illness occurred at home)
- One or more people have a reportable enteric disease
- Greater than 15% of children, staff and students report symptoms (see below) within a group or daycare on one day (in the absence of underlying reasons for these symptoms such as seasonal allergies, post-nasal drip, etc.). Consideration should be given to factors such as the size of the groups/programs.

### **Symptoms**

- Fever (temperature of 37.8 degrees C or greater)
- New or worsening cough
- Shortness of breath (dyspnea)
- Sore throat • Difficulty swallowing
- New olfactory or taste disorder(s)
- Nausea
- Vomiting
- Diarrhea
- Abdominal pain
- Runny nose
- Nasal congestion
- Unexplained fatigue/malaise/myalgias
- Delirium
- Unexplained or increased number of falls
- Acute functional decline
- Worsening of chronic conditions
- Chills
- Headaches
- Croup
- Conjunctivitis
- Tachycardia
- Age specific tachycardia for children
- Decrease in blood pressure
- Unexplained hypoxia
- Lethargy
- Difficulty feeding in infants
- Rash

OPH's Outbreak (OB) Reporting Line: 613-580-2424 ext. 26325, open 7 days a week between 8:30 a.m. to 4:30 p.m., or call 311 outside of business hours and ask to speak with the on-call Public Health Inspector for further guidance.

### **Management of child(ren) and staff/child care providers with COVID-19 symptoms**

At any time, children who have an infectious illness that may be communicable should not enter the GCNS while contagious. Examples include infectious respiratory illnesses and gastrointestinal illnesses.

***For COVID-19 specifically, anyone who fits the criteria below will not be allowed into the GCNS:***

- Fever (temperature of 37.8 degrees C or greater), new or worsening cough, shortness of breath.
  
- Other symptoms – sore throat, difficulty swallowing, new olfactory or taste disorder(s), nausea, vomiting, diarrhea, abdominal pain, runny nose, or nasal congestion (in the absence of an underlying reason for these symptoms such as seasonal allergies, postnasal drip, etc.).
  
- Other signs – clinical or radiological evidence of pneumonia or atypical symptoms and signs - unexplained fatigue/malaise/myalgia, delirium (a serious medical condition that involves confusion, changes to memory, and odd behaviours), unexplained or increased number of falls, acute functional decline, worsening of chronic conditions, chills, headaches, croup, conjunctivitis (pink eye), multi-system inflammatory vasculitis in children, unexplained tachycardia (heart rate over 100 beats per minute), including age-specific tachycardia for children, decrease in blood pressure, unexplained hypoxia (even if mild i.e., O2 sat <90%), and lethargy.
  
- If you or your child(ren) have symptoms compatible with COVID-19 and in whom laboratory diagnosis of COVID-19 is inconclusive.
  
- If you have travelled outside of Canada in the last 14 days.
  
- If you live with, or provide care for (without appropriate PPE), or spent time with someone who has tested positive for COVID-19, is suspected of having COVID-19, has an inconclusive laboratory diagnosis of COVID-19, or who has symptoms that started within 14 days of travel outside of Canada.
  
- If you or your child(ren) lived in or worked in an institution, group home, or other facilities, it was known to be experiencing an outbreak of COVID-19 (e.g., long-term care, prison)

#### ***1. Child and/or staff develop symptoms while at the child care centre.***

- Symptomatic child(ren) and staff must be immediately separated from others in a supervised area (office) until they are able to leave the child care centre. If a separate room is not available, the symptomatic person should be kept at a minimum of 2 metres from others.
- Please be aware that the first symptom of a COVID-19 infection in children can be gastrointestinal, including diarrhea.
- Parents/guardians will be notified to come pick up the child(ren) as soon as possible.
- The symptomatic person should be provided with tissues and reminded of hand hygiene, respiratory etiquette, and proper disposal of tissues.
- If the symptomatic person is a child, a staff member should remain with the child until a parent/guardian arrives. If tolerated and above the age of 2, the child should wear a medical mask. The staff must wear a medical mask and eye protection (i.e., face shields, goggles) at all times and not interact with others. The staff should also avoid contact with the child's respiratory secretions. Staff should consider use of additional PPE (e.g. gloves) based on the child's symptoms (e.g. if there is a potential for contact with body fluids).
- Ensure staff properly discard PPE and perform hand hygiene after the ill child has left the facility.
- Environmental cleaning and disinfecting of the space in which the child was separated should be conducted immediately after the child has been picked up. All items used by the sick person should also be cleaned and disinfected. Anything that cannot be cleaned (e.g. paper, books, cardboard puzzles) should be removed and stored in a sealed container for a minimum of 7 days.
- Inform parents/guardians of other children that a child has developed symptoms and has been sent home pending testing and that further assessment is needed. Ask parents to please monitor the health of their child(ren) and to notify the Director if their child(ren) develops symptoms. As long as the child(ren) remains symptom-free, they can continue to attend the child care centre.
- If the child care program is located in a shared setting (e.g. a school), follow public health advice on notifying others using the space of the suspected illness.
- Staff who develop symptoms during a shift must be separated from others, wash their hands and continue to wear a medical mask as well as eye protection (i.e., face shield, goggles) until they can leave the child care facility.
- Staff, parents/guardians, and children who are symptomatic or have been advised to self-isolate by OPH, must not attend the program.

## ***2. Child and/or staff who develop symptoms while not at a child care centre.***

Children and staff must not attend the GCNS. Parents must notify the GCNS that their child is ill with symptoms that are consistent with COVID-19. OPH recommends that your child goes to a COVID-19 assessment centre or care clinic to get tested as soon as possible. Your child and household contacts (for example siblings, parents/guardians) are required to self-isolate and stay at home while awaiting test results.

### **If the COVID-19 test is negative**

They can return to child care if all the following apply:

- they do not have a fever (without using medication)
- it has been at least 24 hours after the symptoms have resolved (no symptoms for 24 hours), or 48 hours after vomiting or diarrhea has resolved.
- they were not in close physical contact with someone who currently has COVID-19

#### **If the COVID-19 test is positive**

They can return to child care only when they are cleared by Ottawa Public Health.

#### **If they do not get tested for COVID-19**

They must isolate for 10 days, unless **all** the following apply:

- a doctor diagnosed them with another illness
- they do not have a fever (without using medication)
- it has been at least 24 hours since their symptoms started improving

#### **If you do not talk with a doctor**

They must isolate for 10 days. After the 10 days, they can return only when **all** the following apply:

- they do not have a fever (without using medication)
  - it has been at least 24 hours since their symptoms started improving
- The Director of GCNS will inform parents/guardians of other children in the program that a child/staff has developed symptoms, pending testing and further assessment is needed. Parents/guardians are asked to monitor the health of their child(ren) and to notify the Director if their child develops symptoms. As long as children/staff remain symptom-free, they can continue to attend the GCNS.
  - Closure and re-opening of the classroom and/or facility will be done in consultation with OPH.

#### **Why do children with symptoms of COVID-19 (with or without a positive test result) have to self-isolate for 10 days, but their contacts have to isolate for 14 days?**

Research has shown that the COVID-19 virus can have an incubation period of up to 14 days, meaning that anytime within the 14 days after exposure to the virus a person can be contagious (spread the virus) and can develop symptoms. But once a person has symptoms of the COVID-19 virus the period in which they can be contagious (spread the virus) is 10 days.

### ***3. Testing of asymptomatic persons***



- Should only be performed as directed by OPH as part of case/contact and outbreak management.

### **Serious Occurrence Reporting**

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

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

To support these changes, the serious occurrence categories related to COVID-19 have been updated in the Child Care Licensing System (CCLS):

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

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

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

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

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

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

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

#### **Changes to individuals to be reported for confirmed COVID-19 cases**

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

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

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

1. a child who receives child care at a home child care premises or child care centre,
2. a home child care provider,
3. a person who is ordinarily a resident of a home child care premises (e.g. the home provider’s child, the home provider’s spouse etc.; for complete definition please refer to the Home Child Care Licensing Manual)

4. a person who is regularly at a home child care premises (eg. the home provider's friend who visits the premises once a week etc.; for complete definition please refer to the Home Child Care Licensing Manual),
5. a home child care visitor,
6. a staff member at a child care centre
7. a student at a home child care premises or child care centre

### **Outbreak Management**

- An outbreak may be declared by the local public health unit when: within a 14-day period, there is one or more laboratory-confirmed COVID-19 cases in children, staff or other visitors with an epidemiological link (e.g., cases in the same room, cases that are part of the same before/after school care cohort) where at least one case could have reasonably acquired their infection in the child care setting.
- The local public health unit will work with the licensee to determine whether epidemiological links exist between cases and whether transmission may have occurred in the child care setting. • If the local public health unit declares an outbreak, they will determine what happens next. This could include closing particular child care rooms or cohorts or an entire child care setting.
- The public health unit will help determine which groups of children and/or staff/providers need to be sent home or if a partial or full closure of the child care setting is required.
- If the public health unit determines that partial or full closure of the child care setting is required, the licensee must revise their existing serious occurrence report for a confirmed COVID-19 case to include information about the closure.

The Ministry of Education deems an outbreak when there is one confirmed case of COVID-19 in children or staff.

### **Communication with families**

All families will receive an updated pandemic policy and sign off form stating they understand the risk factors before their child is able to attend GCNS. Families are responsible to read and understand the directives outlined in this document. This policy, along with any additional information regarding our pandemic management guidelines, will be sent to each family by email to be accessed at any time. It is important that families understand the policy surrounding exclusion and understand why ill children are not to be present in the Nursery School.

Where possible, the use of in-person communication should be limited to email, phone, Sandbox or Google Meet/Zoom.

Parents will receive regular updates via Sandbox which will include observations and pictures of their child in the program. We are working on providing a secure channel to share video clips showing the variety of programming and activities taking place. There will be opportunities for parents to talk with the educators via Google Meet/Zoom, as well as, email and phone conversations.

Indoor group events have been suspended until further notice; fewer outdoor events where physical distancing between families is possible will be organized in their place.

### **Space Set-up and Physical Distancing**

Social distancing in a childcare setting is difficult to maintain. It is important for staff to maintain a welcoming and caring environment as this is important for the children's mental health and emotional development. Physical distancing cannot necessarily be maintained within each cohort. Even though there will be 15 or 20 children and 4 teachers, expect that there will be interactions within the cohort. These will be as minimal as possible but will happen despite our best efforts.

We will be using the outdoor play space and climber in the morning. Outdoor toys will be disinfected at the end of the program once children have left for the day (11:30 am).

When possible, we will take the preschool group for a walk in the neighborhood with three staff. The children will hold onto the rope, spaced accordingly. Parents will be notified the day before if we will be going on a walk.

The classroom will be equipped with additional play activities that encourage individual play.

Water will be offered in sensory bins, and the emphasis will be on hand hygiene before and after the use of materials.

Until further notice, the use of playdough at the sensory table will be suspended. Playdough/clay will be used for individual use at the art table as planned by the educators for an art activity.

Play materials that are difficult to disinfect (fabric toys, plush toys, some dress up items) will be removed from the classroom.

Large group circle times will be done using coloured floor tiles to encourage physical distancing.

Physical distancing will be modelled and encouraged.

During inclement weather we have the use of the main hall in the Community Centre for our exclusive use between 11:00 am and 11:30 am. We will use our own equipment (i.e. balls, hoops, parachute) and set up cooperative games for the children to play. All equipment will be disinfected at the end of the program and stored in the GCNS classroom.

### **Instructions for Teachers to Reduce Risk of Spreading Illness**

- Cover your nose and mouth when you cough or sneeze by using a tissue or coughing into your sleeve or elbow; dispose of the tissue immediately into a garbage can and wash your hands. If soap/water is not available then use hand sanitizer.
- Teach and encourage the children to cover their coughs and sneezes by coughing into their sleeves or elbow when developmentally appropriate and wash their hands.
- Wash your hands often with soap and water, especially after you cough or sneeze and assist the children with doing the same. Handwashing will take place upon entering the classroom, after a sneeze or cough, after toileting and toileting routines, before serving snacks and after, after removing a face mask.
- When soap and water are not readily available, alcohol-based hand sanitizer with 60% alcohol, or more is required by Public Health.
- Avoid touching your eyes, nose and mouth to prevent the spread of germs.
- Physically distancing yourself when possible to prevent the spread of illness. Distancing yourself 2 metres from other individuals is required whenever reasonably possible.

### **Pandemic Heightened Hand Washing, Hand Sanitizer**

Staff will implement strict, heightened hand washing practices after all activities for themselves and the children. Alcohol-based hand sanitizers may be used in the event that hand soap is not readily available. Hand washing with soap and water should be the first choice if available. Handwashing procedures are to be followed as outlined in the Ottawa Public Health posting. Activities where hand washing should be implemented are included but not limited to those outlined below:

- Upon entering the Community Centre
- Upon entering the Nursery School classroom
- After screening each individual upon entry to the Community Centre/Nursery School
- After each transition when possible
- Before/after preparing, serving or eating food
- After diapering a child, cleaning up messes or wiping a nose
- After toileting a child or self
- After sneezing or coughing
- After a child sneezes or coughs in proximity
- Before/after giving any medications
- After contact with blood/body fluids
- When hands are visibly soiled
- After using protective gloves
- After completion of work to avoid transferring microorganisms home

### **Personal Protective Equipment (PPE) Procedures**

All staff will be trained on how to properly use PPE and in what situation it should be used. The following are mandatory procedures all staff need to be aware of:

#### Proper Hand Hygiene Procedure

1. Wet hands under running water
2. Apply liquid soap
3. Lather and rub hands for at least 20 seconds
4. Rinse Hands (10 seconds)
5. Paper towel or air dry
6. Turn taps off with a paper towel

#### Proper Hand Sanitizer Procedure

1. Place a quarter-size drop of at least 60% - 90% alcohol-based hand sanitizer in your palm
2. Rub hands together, palm to palm
3. Rub back of each hand with palm and fingers of the other hand
4. Rub around each thumb
5. Rub fingertips of each hand back and forth in the other hand
6. Rub until you hands are dry ( at least 15 seconds)

#### Appropriate Use of Gloves

1. Perform hand hygiene before putting on gloves.
2. Gloves should be put on immediately before the activity for which they are indicated and must be removed and discarded immediately after the activity.

3. Hand hygiene must be performed immediately after glove removal.
4. Change gloves between the care of each child
5. Do not wash or re-use gloves
6. Perform hand washing procedure after gloves are removed due to possible contamination of hands during glove removal

#### O Appropriate use of Masks

1. Masks should securely cover the nose and mouth.
2. Change the mask if it becomes wet.
3. Do not touch the mask while wearing it.
4. Remove mask correctly immediately after completion of task and discard into an appropriate waste receptacle.
5. Do not allow the mask to hang or dangle around the neck.
6. Clean hands after removing the mask.
7. Do not reuse disposable masks.
8. Do not fold the mask or put it in a pocket for later use.

#### **Staff Training**

Under the direct supervision of the Director, all staff will be trained on the health, safety, and operational measures that are outlined in this pandemic policy. Staff will be required to sign this document after training. The policy will be reviewed yearly and as needed.

#### **ENROLMENT & FEES**

GCNS will be accepting 20 children into our M/W/F class and 15 children into our T/Th class. Priority for filling these spaces first goes to current families, then returning families, then new families. A lottery will be conducted within each group if the number of families exceeds the number of spaces. If there is space in the Toddler program, waitlisted Preschoolers will be offered a place in the T/Th program.

**Note:** Families will have 3 days from the date of the program confirmation email to accept or decline their spot.

**On or after September 1, 2020**, parents will be given 14 days' notice to accept a spot. Unless the parent declines the spot, it will remain available for the full 14-day period, and no fees or deposits can be charged during that period.

Families will be informed of their position on the waitlist. Places will be offered as amendments are made to group size by the GCNS Board or if there are withdrawals. Parents will not be required to make any tuition payment while our waiting list.

If your child becomes symptomatic while at GCNS, you will be called to pick them up, and your fees will continue to be owing until your child is cleared by OPH.

For this school year, the two-month tuition fee will not be charged for withdrawals.

Throughout the year, the Board will review the number of weeks that the school has been closed due to any outbreaks or provincial shut downs and will assess fee refunds if required.

**For the 2021 - 2022 school year,** "If by the end of June, you feel your child is not yet ready to join the school, we simply ask that you inform the Registrar at [registrar@glebepreschool.com](mailto:registrar@glebepreschool.com) before July 1st indicating that you have decided to withdraw from the program (otherwise the first two months' fees will be forfeited)."

If your child becomes symptomatic while at GCNS, you will be called to pick them up, and your fees will continue to be owing until your child is cleared by OPH.

Throughout the year, the Board will review the number of weeks that the school has been closed due to any outbreaks or provincial shut downs and will assess fee refunds if required.

***Note: Policies and Procedures are subject for review at any time and will be modified/revised as the Pandemic guidelines evolve. The Medical Officer of Health is the authority that deems when a Pandemic has ended.***

**Parent or Guardian COVID-19 Policies and Procedures Receipt Form**

To Parents or Guardians,

I, \_\_\_\_\_ (print your name), the parent/guardian  
of \_\_\_\_\_ (print child's name), hereby

acknowledge receipt of Glebe Cooperative Nursery School COVID-19 Reopening Policies and Procedures/Pandemic Policy. I have read and agree to adhere to all the policies and regulations set forth in this document.

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Staff COVID-19 Policies and Procedures Receipt Form**

I, \_\_\_\_\_ (print your name)

Hereby acknowledge receipt of Glebe Cooperative Nursery School COVID-19 Reopening Policies and Procedures/Pandemic Policy. I have read and agree to adhere to all the policies and regulations set forth in this document.

Staff Signature: \_\_\_\_\_

Date: \_\_\_\_\_