



Covid-19 Reopening Policies and Procedures

Updates as of August 14, 2020 as per The Ministry of Education

Highlights of changes:

- Revised cohort size to maximum group sizes set out under the Child Care and Early Years Act, 2014 (CCEYA), as of September 1, 2020 (see ratio and cohort size)
- Revised guidance around the use of masks; all adults in a child care setting are required to wear a medical mask and eye protection (i.e., face shield) (see section: Use of Personal Protective Equipment (PPE))
- Updated guidance around when an individual does not pass the screening to indicate this does not need to be reported to the local public health unit (see section: Health Screen Procedure)
- Revised guidance around parent fees to provide 14 days for parents to decide to accept a space before resuming fees, whether the space is used or not (see section: Parent fees)
- Additional guidance to allow students completing post-secondary educational placements in child care settings (see section: Visitors)
- Revised guidance to remove the use of blankets or cloths over clothing when holding infants and toddlers (see section: instructions for teachers to reduce risk of spreading illness)

Updates as of August 14, 2020 from Ottawa Public Health

Highlights of changes:

- Daily screening and temperature checks must be done prior to arrival at the child care setting (within 2 hours of arrival).

- If not tested, the child and/or staff must stay home and self-isolate for: 14 days AND no fever AND symptoms have been improving for at least 72 hours, whichever is longer.
- Those who test negative for COVID-19 may return to the GCNS after having been 24 hours symptom-free without fever-reducing medication, or 48 hours after resolution of vomiting and/or diarrhea. The GCNS will consult the OPH OB Reporting Line as needed.

Update as of August 29, 2020 as per The Ministry of Education

- Effective September 1, 2020, and in accordance with the August 2020 Operational Guidance document, child care licensees will be required to submit serious occurrences for a suspected case of COVID-19 for individuals exhibiting 1 or more symptoms (previous requirements were for 2 or more symptoms).

Update as of September 9, 2020 from Ottawa Public Health

- Proper hand hygiene is to be performed prior to serving snacks to the children. **Gloves do not need to be worn by staff.** Masks are to be worn when preparing and serving food but can be removed when staff are eating with the children.
- All adults in a child care setting (i.e., child care staff, child care providers, 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.
- Please re-read Management of Child(ren) and Staff/Child Care Providers with COVID-19 Symptoms
- Please read WHEN TO REPORT section

Update as of September 29, 2020 from Ottawa Public Health

I have received an update from Public Health regarding children with siblings in the home who are awaiting test results and when they can and cannot attend GCNS:

If the self-isolating sibling is symptomatic, household contacts need to stay home while waiting for that child's results.

If the self-isolating sibling is asymptomatic, household members do not need to self-isolate as they would be contacts of contacts.

Update as of October 11, 2020 from The Ministry of Education and Ottawa Public Health

The Ministry of Health instructed licensed child care programs to have parents complete their online screening tool. This now replaces the original GCNS screening tool. OPH still requires programs to collect data from families, such as if their child is not attending child care, the reason why is to be provided.

Please note that effective October 11, 2020 we will be using the front door of the Glebe Community Centre for drop off and pick up

Update as of November 9, 2020 from The Ministry of Education and Ottawa Public Health

- We are required to list what times of the day staff will not be wearing their masks if they can keep the required 2 m distance between them.
- Hand sanitizer must be between 60 % - 90% alcohol
- Serious Occurrence reporting has been changed to include only when staff, student, visitor or child has a positive COVID-19 test and not when it is a suspected case
- The Ministry of Education classifies an outbreak when there are two confirmed cases of COVID-19 within the child care program. Note, OPH classifies an outbreak when there is one confirmed case
- Please refer to the update under ***“Child and/or staff who develop symptoms while not at child care centre”***.
- Please refer to the update under Serious Occurrence (administrative duty for Director to manage)
- Updated information under food provision to reflect new practices
- Updated information under staffing to include new hire
- Updated information under “when to report”: 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) Previously it was 3.

Update February 22, 2021 from The Ministry of Education

1. Provincial school and child care screening tool

All children, child care staff, providers, placement students and visitors are required to screen for symptoms of illness every day before coming to child care. As part of our efforts to strengthen public health and safety measures and update guidance to reflect provincial trends and transmission risks, the government has made changes to the COVID-19 school and child care screening criteria.

This includes new provincial direction that child care staff/providers and children with **any new or worsening symptom** of COVID-19, as indicated in the school

and child care screening tool, even those with only one symptom, must stay home until:

- They receive a negative COVID-19 test result
- They receive an alternative diagnosis by a health care professional, or
- It has been 10 days since their symptom onset and they are feeling better.

Some public health units have been applying the single-symptom screening criteria. The Chief Medical Officer of Health has now directed that the single-symptom screening criteria be applied provincewide.

The provincial screening tool has been updated to reflect this direction.

We encourage you to continue to work with your local public health unit, or where applicable Health Canada, to align your screening tool with the updated provincial tool and guidance and any additional guidance provided by your local public health unit based on local risk factors. We also encourage you to inform parents, child care staff, providers, placement students, and visitors about these changes.

As a reminder, child care staff, providers, placement students and visitors are now required to provide daily confirmation/proof of having self-screened prior to or upon their arrival. Any individual that does not pass this on-site screening procedure will be asked to return home and self-isolate until they meet the criteria for return.

2. Isolation requirement for household contacts of symptomatic individuals

As of February 12, the Ministry of Health has issued updated guidance to public health units regarding COVID-19 variants of concern (*COVID-19 Variant of Concern: Case, Contact and Outbreak Management Interim Guidance, Version 2.0 – February 12, 2021*), requiring all household contacts of symptomatic individuals to quarantine.

Through this memo, this guidance is being applied to children, child care staff, providers and placement students by requiring them to stay at home from child care if anyone in their household has new or worsening symptoms of COVID-19 and has been recommended for isolation and testing.

All asymptomatic household contacts of symptomatic individuals are required to quarantine until the symptomatic household member:

- receives a negative COVID-19 test result, or
- receives an alternative diagnosis by a health care professional

If the symptomatic individual **tests positive**, or is **not tested** and does not receive an alternative diagnosis from a health care professional, the symptomatic individual must isolate (including from household members) for 10 days from

symptom onset, and all household contacts must isolate until 14 days from their last contact with the symptomatic individual.

These updates are included in the provincial school and child care screening tool.

Update March 14, 2021 from GCNS

The Board has agreed that screening completion by the 8 a.m. deadline must be enforced to make sure that we are in compliance with Public Health rules and with our Pandemic Policy, signed by all parents.

If screenings are not completed by 8 a.m., **children will not be admitted** to school. We regret to take this step, but consistent issues with compliance mean we must take further action.

Glebe Cooperative Nursery School
Policy: Pandemic Policy
Date drafted: June 17, 2020
Reviewed: July 29, 2020 Revised: August 5, 2020
Approved: August 6, 2020
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

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 in 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 is 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 be disinfected before use at 8:15 a.m.

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	<p>To disinfect surfaces or items that have been in contact with blood or body fluids, including blood spills, vomit or fecal (stool) contamination</p> <p>To sanitize surfaces or items during outbreaks of illnesses in child care or school settings</p>	<p>100 mL of bleach with 1 litre of water</p> <p>OR</p> <p>½ cup of bleach with 4 cups of water</p>	≥10 minutes
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**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 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 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 and temperature checks 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 this **MUST be completed EACH morning before 8:00 a.m.. If this is not completed by 8:00 a.m., the child will not be allowed to attend the GCNS that day.**

Our online screening questionnaire has been updated to include a link to the Ministry of Health School and Child Care Screening which must be completed before completing the GCNS questions.

https://docs.google.com/forms/d/e/1FAIpQLSeHpU_BVexAfkhkVAUDOGl1pRCGPSr-iLR-rsSQjFuk6HpINQ/viewform

Individuals who do not pass the screening are not permitted to attend the program and must stay home.

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.

Non-essential visitors such as volunteers, and parents will not be able to enter the Glebe Community Centre or GCNS classroom during this time.

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.

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 or ring the doorbell outside of the Community Centre front doors. 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 labeled 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 meters (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, individual applesauce 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, Wednesday and Friday 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 sat four 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 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 non-essential visitors to the Nursery School during this time.

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.

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 meters 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 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 child care centre.

Child 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, 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 3 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. The climber will be disinfected each morning before the children arrive. 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.

Individual, "single use" sensory bins will be provided for children for sensory exploration activities.

Purchased playdough or homemade playdough prepared by staff before children arrive will be offered as "single use" on occasion. After a child has used it it will be placed in an individual, labelled ziploc bag and taken home by the child at the end of the program.

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 modeled and encouraged.

During inclement weather we will move the furniture in the classroom to make space for gross motor experiences. 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

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 on 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.

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: _____