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COVID-19: Policies and Procedures

Updated: November 2022

This policy was created by Karen Cameron, Director and Lauren Weber, Senior Educator of Good Morning Creative Arts & Preschool (GMCAPS).

During the pandemic, health and safety regulations are continually being updated. We operate in strict adherence to all directives and guidelines from Ottawa Public Health and The Ministry of Education and these directives override all published health and safety policies on our website or in the Parent Handbook.

Cohorts for the 2022-23 School Year

Toddlers: 3 educators with up to 15 children

Preschool and Beyond: 3 educators with up to 21 children

Creative Arts After School (CAAS): 1 educator + two students with up to 15 children

For the purposes of this document, a 'cohort' is defined as a group of children and the staff members assigned to them, who stay together throughout the duration of the program. Licensed ratios will still apply.

Roles and Responsibilities of the Director

- Develop and implement standards and procedures according to the most recent advice from Ottawa Public Health (OPH).
- Ensure adherence to the Ministry of Education - *Operational Guidance During COVID-19 Child Care reopening guidelines* released July 2020 and implement any updates in a timely manner.
- Ensure all staff have been properly trained on and understand the guidelines outlined in this policy.
- Ensure guidelines outlined in this policy are shared with all GMCAPS families and they have had an opportunity to ask questions (via Zoom, phone or email) to make sure they understand them.
- Ensure operating ratios are maintained at all times in accordance with the most current Ministry guidelines.
- Ensure there is proper signage at GMCAPS including a “Stop” sign at the entrance, hand washing and sanitizing guides and signs on how to properly use personal protective equipment (PPE).
- Implement a review of this policy as often as necessary to ensure the policy is adequately protecting workers.
- Reinforce the following with parents/guardians of children attending GMCAPS:
 - ❑ The importance of keeping sick children at home and informing GMCAPS of the child’s symptoms;
 - ❑ The importance of contacting GMCAPS if the child is going to be absent for any reason;
 - ❑ That strict screening processes for Covid-19 symptoms will be administered before children, parents/guardians, or anyone else, are able to enter GMCAPS;
 - ❑ That someone must be available to pick up a child within 30 minutes of being contacted, if the child develops symptoms of illness while at GMCAPS; and
 - ❑ Contact information for all families must be up to date.

Roles and Responsibilities of the Educators

- Participate in training including but not limited to reading this policy, training on the proper use of PPE, reviewing health and safety guidelines from Ontario's Occupational Health and Safety Act (OHSA), etc.
- Complete a self-assessment before returning to work. Staff will use the self-assessment tool found on OPH’s website: <https://covid-19.ontario.ca/self-assessment/>
- Complete all daily screening protocols before entering the premises each day.
- Wear the PPE as directed by the Director and this policy.
- Read and understand the Outbreak Control Measures from OPH, available here: https://www.ottawapublichealth.ca/en/professionals-and-partners/outbreaks-in-child-care-centers.aspx?_mid_=19704

- Read pages 17-20 of the Ministry of Education Operational Guidelines document for additional information <http://www.edu.gov.on.ca/childcare/child-care-re-opening-operational-guidance.pdf>
- Review outbreak cleaning and disinfection protocols and ensure adherence.
- Review outbreak control measures as described by OPH.
- Ensure that the outbreak cleaning measures are in place and that there are enough cleaning supplies and PPE including masks, face masks, smocks and gloves.
- Report any known violation of this policy or procedure to the Director or OPH.
- Report to the Director if you suspect that you may be infected with COVID-19 or not feeling well.
- Washrooms will be disinfected a minimum of twice daily.
- Not to use electronic devices at GMCAPS unless for the purpose of information sharing with parents. Disinfectant wipes will be provided for cleaning devices before and after use. Staff will wash hands before and after use.
- Organize any group events or in-person meetings to be transferred to a virtual Zoom meet with the Director, staff and/or Board
- Follow all directives on frequent handwashing, including:
 - immediately upon entering the premises;
 - when returning from outside;
 - before serving food;
 - after using the washroom;
 - before and after assisting children with toileting and/or after changing diapers;
 - always before touching one's face or the face of a child.
- Complete other duties as requested by the director.

Staff: Obligations in the Programs

- Turn on HEPA filters in both rooms and ensure windows are open to create airflow within the room as much as possible.
- Wear required equipment and PPE (e.g., masks) with the exception of at snack and lunch time in which staff must maintain proper physical distances
- provide PPE for children, staff and child care and early years program volunteers and students on educational placements, if requested
- Complete a visual health check for each child upon entry to the program – relay any symptoms of ill health to the director
- Monitor children for signs of ill health throughout the program time, report any signs and symptoms to the Director immediately.
- Promote and monitor hand and cough hygiene measures as instructed by OPH.

Cleaning

- Clean and disinfect high touch surfaces using an enhanced cleaner/disinfectant used for outbreaks.
- Ensure the regular cleaning of all toys and equipment

Ventilation

Child care licensees, home child care providers and early years program providers should implement best practices and measures to improve ventilation. This includes:

- ensuring HVAC systems are in good working condition
- keeping areas near HVAC inlets and outlets clear
- arranging furniture away from air vents and high airflow areas
- avoiding re-circulating air
- opening windows and moving activities outdoors, when it is safe to do so

Personal Protective Equipment (PPE)

- Educators may choose to wear face shields/goggles (when within 2m of an unmasked child) and masks daily in the classroom
- Oversized shirts worn backwards may be used as single use smocks
- Gloves are disposable and single use. Smocks are washable and single use. Face shields must be disinfected after each use.
- All staff have been trained in the proper procedures for donning and doffing PPE.

Student Masking

Public Health no longer requires students to wear masks. At Good Morning, we will support families' choices and will encourage mask wearing if that is the family's decision.

Daily Activities

- Maintain daily attendance records with the date, arrival time and departure time
- Monitor children and ensure to remove any toys after the children have mouthed them.
- Promote physical distancing during snack and lunch times, if possible and if safe to do so.
- Ensure all drinks are labeled with the child's name and that they are not shared
- When comforting a child, staff will hold the child facing outwards if possible. If this is not possible, staff may use a receiving blanket and will wash hands and face immediately afterwards.

Notice of Risk

When children from multiple families attend a single program, there is an increased risk of the COVID-19 virus coming into the program. Even if children infected with COVID-19 present with mild symptoms, they can still transmit the infection to other children and to

adults in the program. This means that children can bring home an infection acquired in the program and put other persons at risk. Good Morning has a screening process to help detect infections when there are symptoms; however, this screening process will not detect infected children or adults who do not have symptoms at the time of screening.

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 into Good Morning. 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.

<https://www.ontario.ca/school-screening/>

Follow the instructions according to the screening tool. Stay home (self-isolate) and do not attend school/child care until you do not have a fever and your symptoms have been improving for at least 24 hours (48 hours for nausea, vomiting, and/or diarrhea).

Obligations of families and staff in Case of Illness

If you develop signs of illness:

- Families, please contact Good Morning Preschool by email at gmcaps.staff@gmail.com (evenings and weekends included) as soon as your child develops signs of illness, including a mild fever.
- Staff, please contact Karen (Director), as soon as possible if you will be absent.

See website below for Screening Guidance from OPH:

<https://www.ottawapublichealth.ca/en/public-health-topics/covid-19-and-schools.aspx>

Contact OPH at 311 for guidance, additional information is available at www.ottawa.ca.
<https://www.ottawapublichealth.ca/en/public-health-topics/self-isolation-instructions-for-novel-coronavirus-covid-19.aspx>

Pre-Drop Off

Parents must complete the Provincial COVID-19 screening tool found at www.gmcaps.com

If a fever (37.8C or higher) is detected in either the child or the parent please do not come to Good Morning.

All staff will self-screen before coming to work. Staff must keep spare clothes on site. No persons should be granted access to Good Morning without the completed daily health screening.

Drop Off Procedures

Morning Drop Off

- Parents/caregivers are encouraged to wear a mask upon entering the building and at all times during drop off and pick up
- Toddler parents will enter the main front doors at 174 First Ave, all others drop off at the main door with an educator or student.
- Toddler drop off will take place in the hallway before entering the classroom.
- Any items to be brought into the school (extra clothes, diapers, etc.) must be in a plastic bag with the child's name clearly marked on it. This bag will be placed in the child's labeled bin.
- Children's personal items will be placed on their labeled hooks in the hall and lunch bag (if staying for lunch club) will be removed from the knapsack and placed on the hook for easy access.

Preschool Drop off and Pick up

- Preschool program children will be met at the door by an educator, and they will be brought to the door for pick up. Preschool parents do not enter the building.

Management of Suspected COVID-19 case or other illness

Staff

- If a staff member becomes ill, they will leave the building immediately or as soon as they can safely do so. They will wear PPE to protect others and keep a 2-meter distance from others until they can safely leave. Staff will self-isolate outside when possible or in a small area which will be cleaned after their departure.

Child

- In the event that a child develops any symptoms of illness (respiratory or otherwise) while at Good Morning, the child will be immediately isolated behind the bin shelf and their parent/guardian will be called to take the child home as soon as possible.
- The Director or staff member with the child will wear protective clothing (including a mask, face shield or goggles, gloves and gown) and remain outside of the area if possible.
- Children will be encouraged but not required to wear a mask.
- Hygiene and respiratory etiquette will be practiced while the child is waiting to be picked up.

Staff/Child

- Once a symptomatic individual has left our classroom, we will ensure that contaminated surfaces and high touch areas are disinfected, including the isolation zone where the individual was isolated and/or spending time during the morning.
- All items used by the sick person should also be disinfected. Anything that cannot be cleaned should be removed and stored in a sealed container for a

- minimum of 7 days.
- Parents are asked to monitor the health of their child(ren) and to notify Good Morning if their child develops symptoms.
 - As long as children remain symptom-free, they can continue to attend Good Morning.

Conditions for Re-Entry

- **The most current screening and isolation requirements of OPH must be followed.**

[COVID-19 school screening](#)

Resources

This document was developed with reference to the following:

- Public Health Ontario's *Environmental Cleaning Fact Sheet* and the Public Services Health and Safety Association's *Child Care Centre Employer Guidelines*, available at: <https://www.pshsa.ca/resources/health-and-safety-guidance-during-covid-19-for-employers-of-child-care-centre>
- Ministry of Education - *Operational Guidance During COVID-19 Child Care reopening guidelines*, available at www.edu.gov.on.ca/childcare/child-care-guide-care.pdf
- Government of Ontario Public Health Information on symptoms of COVID-19, available at: [http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/2019_reference_doc_symptoms.](http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/2019_reference_doc_symptoms)
- Ottawa Public Health guidelines for Child Care Providers, available at: <https://www.ottawapublichealth.ca/en/professionals-and-partners/child-care-providers.aspx>