

RICHMOND COOPERATIVE NURSERY SCHOOL

COVID-19 Plan



3529 McBean St., Richmond, ON K0A 2Z0

Website: www.rcns.ca

E-mail address: Richmond_nursery_school@hotmail.com

Phone: (613) 838-2575

VERSION 2: November 23, 2020

INTRODUCTION

This plan was developed to communicate to parents and staff the health and safety protocols that Richmond Cooperative Nursery School (RCNS) is committed to implementing as we re-open during the Covid-19 pandemic. RCNS is committed to the health, safety and well-being of its employees, children, families and all individuals who enter and are a part of the day to day operations of our programs.

In addition to this document, we will follow our existing Health and Safety policies and procedures, which are found in our Policies and Procedures Binder. Added to this are new protocols and procedures that have been developed based on the Ministry of Education of Ontario (MEO) - Operational Guidance During COVID-19 Child Care re-opening guidelines released on August 6, 2020 and also on the Ottawa Public Health (OPH) guidance document for childcare centres, released on September 8, 2020 (see Resources). Advice from OPH must be followed in the event that it contradicts the MEO's recommendations in their Operations Guidance document. As the situation is constantly changing, we will be sending dated versions of the updated plan to parents and staff via email.

This plan will be modified as needed when these restrictions can be lifted and/or amended to reflect updated advice from the MEO and OPH. As always, the health and safety of the staff and children at RCNS is of the utmost importance to us. We will monitor our health and safety protocols closely, and we will strive to provide a warm and welcoming environment for children, families and staff.

NOTICE OF RISK

When children from multiple families attend a single child care centre, there is an increased risk of the COVID-19 virus coming into the centre. Children who are infected with the COVID-19 virus are more likely than adults to have very mild infections or to have no symptoms at all, but these children can still transmit the infection to other children and to adults in the centre. This means that there is a higher risk of centre acquired infection that can be transmitted on to families of children attending daycare. This child care centre has a screening process to help detect infections when there are symptoms; however, this screening process will not detect children or adults who are infected and who do not have symptoms at the time of screening. The risk of serious COVID-19 infection increases with age, which older child care providers (and those with certain underlying medical conditions) should consider in terms of the risk to themselves personally, particularly if working in child care centres with children from multiple families.

ACTIVATION

This plan will be activated on September 21st, 2020 and remain in place during the Covid-19 pandemic and until further notice.

REOPENING DATE

Richmond Cooperative Nursery School will be open beginning Monday September 21st, 2020.

MAXIMUM COHORT SIZE AND RATIO 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 for a minimum of 7 days. The maximum cohort size at RCNS will consist of no more than 16 children. Staff are not included in this number but should still be considered part of the cohort that stays together.

Children attending on a part time basis will still be counted in the total number of individuals in the cohort, even on the days that they do not physically attend the program.

The maximum capacity rules do not apply to Special Needs Resource staff on site (i.e., if they are not counted towards staff to child ratios, they are not included in the maximum capacity rules).

STAFFING

RCNS will ensure that our program has required number of qualified staff as set out in the CCEYA. All educators at RCNS that are included in ratios are required to have valid and up to date certification in first aid training, including infant and child CPR, and a Police Vulnerable Sector Check.

HEALTH AND SAFETY REQUIREMENTS & PROTOCOLS

RCNS will follow the advice of OPH officials when establishing health and safety protocols. As new recommendations come out on a regular basis, we will amend our plan to reflect these changes.

RCNS will follow our policies and procedures outlining our health and safety protocols. Our submitted attestation to the MEO confirms that our new reopening plan and procedures have been developed and reviewed with employees. The directions and

recommendations set out by OPH details how our childcare setting will operate during and throughout the recovery phase following the pandemic including:

- sanitization of the space, toys and equipment;
- how to report illness;
- how physical distancing will be encouraged;
- rescheduling of group events and/or in-person meetings;
- parents drop off and pick up procedures.

All RCNS families and employees will also receive a copy of our reopening plan (via email), and any other revised versions of it, as they come out.

CLEANING OUR CHILDCARE SITE

Frequently touched surfaces will be cleaned and disinfected at least daily as they are most likely to become contaminated (for example, doorknobs, cubbies, light switches, toilet and faucet handles, and tabletops).

The playrooms, including furniture and materials used in the program that day can be cleaned when the program ends. The bathrooms will be cleaned and disinfected at the end of each morning.

We will follow OPH advice regarding best practices for cleaning and disinfecting. We will keep a cleaning and disinfecting log to track and demonstrate cleaning schedules. Staff members that are cleaning the centre and collecting garbage will wear disposable gloves for all tasks in the cleaning process. Gloves will also be worn when sanitizing toys and equipment.

RCNS has removed porous items such as area rugs and fabric upholstered seating.

A copy of RCNS' cleaning schedule is attached to this document under Appendix A.

MASKS AND PERSONAL PROTECTIVE EQUIPMENT (PPE)

Masks are an additional layer of precautions in addition to physical distancing, hand hygiene and sanitation. Masks do not replace the need for these. Good hand hygiene must be performed before and after putting on or removing a mask. Masks and eye protection will not be required outdoors if physical distancing of at least 2-meters can be maintained between individuals. Masks can be removed when eating or drinking.

Although masks for children are not required, children are **encouraged** to wear a non-medical mask or face covering while inside the school. RCNS will follow OPH guidelines regarding the use of masks and PPE.

RCNS has secured and will sustain an amount of PPE and cleaning supplies that can support our current and ongoing operations. We will perform and promote frequent, proper hand hygiene (including supervising or assisting children with hand hygiene). Hand washing using soap and water is preferred over alcohol-based hand sanitizer for children.

All child care staff in a child care setting are required to wear medical masks and eye protection (i.e., face shields or goggles) while inside the child care premises. All other adults are required to wear a face covering or non-medical mask while inside the school.

When children are not present, masks and eye protection will not be required indoors if the staff can reliably maintain 2-meters distance from others in a controlled space, for example: a staff is working in the office where 2-meters distance can be maintained from others or staff working in the program and can maintain 2-meters distance.

ACTIVE SCREENING FOR SYMPTOMS

Active screening is the process of proactively checking for symptoms by means of a questionnaire about symptoms, contacts, travelling and temperature checks. All staff, children and other essential visitors attending RCNS, must be screened each day before entering the child care setting. We will maintain daily records of screening results and all records will be kept on the premises.

RCNS encourages all parents and educators to use the online screening questionnaire. The online screening must be completed between 7am – 8:45am.

In rare cases that parents are unable to complete the screening at home, a paper form will be provided at the school. The parent will be required to take the child's temperature using a touchless thermometer (provided by RCNS). The educator will ensure that the thermometer is sanitized after each use.

Alcohol-based hand sanitizer containing at least 60% alcohol content will be placed at school's entrance. Anyone entering the school is required to sanitize prior to entering.

ATTENDANCE RECORDS

We will maintain daily records of anyone entering our facility and the approximate length of their stay (such as cleaners, people doing maintenance work, and people providing support for children with special needs).

Records will be 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.

TESTING REQUIREMENTS

We will follow the guidelines regarding the requirement for routine testing in a child care setting. We will follow the protocols when a child or staff/ becomes sick on testing in the event of a suspected case.

Symptomatic children or staff should be referred to for testing and those who test negative for Covid-19 must be excluded from the program until 24 hours after the symptoms are resolved. For those who test positive for Covid-19, they must be excluded from the program for 14 days after the onset of symptoms and/or clearance has been received from OPH.

PROTOCOLS WHEN A CHILD OR STAFF DEMONSTRATES SYMPTOMS OF ILLNESS OR BECOMES SICK

Two or more, laboratory confirmed case of Covid-19 in a staff member or child is considered a confirmed Covid-19 outbreak, in consultation with OPH. Staff, parents and guardians, and children must not attend the program if they are sick, even if symptoms resemble a mild cold. Staff, children and parents/guardians who are symptomatic or have been advised to self-isolate by OPH must not attend RCNS.

Symptoms to look for include but are not limited to:

- fever, cough, shortness of breath, sore throat, runny nose, nasal congestion, headache, and a general feeling of being unwell

Children in particular should be monitored for atypical symptoms and signs of COVID-19. Please be aware that the first symptom of Covid-19 infection in children can be gastrointestinal, including diarrhea.

If a child becomes sick while in the program:

- The child will be isolated in the cubby area and family members will be contacted for pick-up
- A RCNS staff will remain with the child until a parent/guardian arrives.
- The child care staff will wear a medical mask, face shield, isolation gown and gloves at all times and not interact with others. The child care staff will also avoid contact with the child's respiratory secretions.

- If tolerated and above the age of 2, the child should wear a surgical/procedure mask.
- All items used by child will be cleaned and disinfected and all items that cannot be cleaned (paper, books, cardboard puzzles) will be removed and stored in a sealed container for a minimum of 7 days.
- Other children, including siblings of the sick child and child care staff in the program who were present while the child or staff member became ill should be identified as a close contact
- Staff will discard of all PPE used and perform hand hygiene after the ill child has left the facility
- After the child is picked up, the isolation space and playroom will be cleaned and disinfected
- Parents of other children will be informed that a child has developed symptoms and has been sent home pending testing and if further assessment is needed
- Parents will be asked to monitor this child's health and to notify the Director if their child develops symptoms
- As long as the other children and staff remain symptom free, they can continue to attend RCNS

Staff with symptoms:

- Staff who develop symptoms during a shift will be separated from others, wash their hands and leave the centre as soon as possible.

Child or staff with symptoms and referred for Covid-19 testing:

- Child and/or staff must stay home and self-isolate while waiting for results of a Covid-19 test
- Close contacts of the symptomatic child or staff over the past 48 hours prior to when the symptoms should be monitored for symptoms

Child or staff with symptoms and have a negative Covid-19 result:

- Child or staff will be able to return to the centre as long as they have been symptom free for 24-hrs OR 48-hrs after resolution of vomiting and/or diarrhea

Child or staff with a positive Covid-19 result:

- Child or staff with a positive test result must self-isolate and not attend RCNS
- Two or more laboratory confirmed case of Covid-19 in a child/staff must be considered an outbreak
- Determining when the child and/or staff can return to the centre will be done in consultation with OPH
- Determining closure and re-opening of RCNS will be done in consultation with OPH

Child and/or staff who has been identified as a close contact of a confirmed or probable Covid-19 Case:

- A child and/or staff who has been identified as a close contact of a confirmed or probable Covid-19 case must self-isolate and not attend RCNS
- Determining when the child/staff can return will be in consultation with OPH
- Other children, including siblings of the sick child and staff in the program who were present while the child or staff became ill should be identified as a close contact. OPH will provide further direction on testing and isolation of these close contacts
- Testing of asymptomatic persons should only be performed as directed by Ottawa Public Health as part of case/contact and outbreak management
- Where a child or staff is suspected of having or has a confirmed case of COVID-19, we will report this to the Ministry as a serious occurrence. RCNS is located in St. Andrew's Presbyterian Church therefore the Minister will also be notified.

Diagrams showing the chain of events for child reporting symptoms and staff reporting symptoms can be found in Appendix B and C.

SERIOUS OCCURRENCE REPORTING

RCNS has a duty to report suspected or confirmed cases of COVID-19 under the Health Protection and Promotion Act.

Child Care Centres are to notify OPH when:

- Any child, staff, or student have Covid-19 symptoms and requires a Covid-19 test
- Any child, staff or student test positive for Covid-19
- Three 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 (as defined by OPH).

- Greater than 15% of children, staff and students report symptoms of illness 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.

We will contact OPH to report a child or staff suspected to have COVID-19 at their reporting line at 613-580-2424 (ext.26325) and they will provide specific advice on what control measures should be implemented to prevent the potential spread and how to monitor for other possible infected staff members and children.

Where a child, parent or staff has a confirmed case of COVID-19, we will report this to the Ministry of Education as a serious occurrence. When RCNS has to close due to COVID-19, we will report this to the Ministry as a serious occurrence.

We will post the serious occurrence notification form as required under the CCEYA, unless Ottawa Public Health advises otherwise.

COMMUNICATION WITH FAMILIES

Communication with families regarding the enhancement of health and safety measures facilitates transparency of expectations. Our new policies will be shared with families, for their information and to ensure they are aware of these expectations, including keeping children home when they are sick, which is aimed at helping to keep all children and staff safe and healthy.

In person communication will be limited. All other communication will be done via email or by phone. If you would like to talk about your child's day, how they are adjusting, etc. please call or email the Director.

All communication will be primarily done through email, including any changes to policies and procedures regarding health and safety protocols related to Covid-19, so please ensure your contact information is always up to date. Resources and links to helpful information can be accessed at the end of this document.

PARENT FEES

Monthly tuition fees and non-refundable registration fees will remain the same prior to the Covid-19 pandemic and until further notice.

Should a child become ill, there will be no refunds of tuition for the time the child is absent from the program. If the childcare centre must close for more than 2 weeks, tuition fees will be refunded and all further payments cancelled until the childcare is reopened again.

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STAFF TRAINING

RCNS will ensure that training is provided to all staff on the health, safety and other operational measures outlined in this document plus any additional local requirements in place prior to re-opening. This may include instruction on how to properly clean the space and equipment, how to safely conduct daily screening and keep daily attendance records, and what to do in the case that someone becomes sick.

Educators will need to follow all procedures that have been put in place regarding the new Covid-19 guidelines.

DROP-OFF AND PICK-UP PROCEDURES

Drop off times will be limited to the first 15 mins of opening. Drop off should be by one parent/guardian only. Everybody expected to respect and maintain 2-meter physical distancing rule. Any Signs/Postings must be adhered to.

At this time it is recommended that only staff, children and essential visitors enter the childcare centre. If parents must enter the childcare centre they are required to be screened and wear a mask.

There will only be one entrance used for pick up and drop off (main entrance –parking lot side). The program may start and end outside, weather permitting. Parents are asked to not enter the playground area, children will be brought to the gate by an educator. Parents should maintain 2-meters of distance between each other while awaiting their child and wear a mask.

Drop Off Procedure:

1. Parent/child arrive and line up respecting physical distancing and wearing a mask
2. Parent/child sanitize hands as they arrive at the door
3. Parent/child will be met at the door or gate to the park by an educator
4. Only children with clear screening results will be admitted
5. If required, staff will use a receiving blanket (barrier) if child needs to be carried
6. Educator washes/sanitizes hands before collecting next child
7. Child will be signed in by staff once in the school

Pick up Procedure:

1. Parent arrives at main entrance of school or playground
2. Parent practices physical distancing while waiting for child outside of main entrance and wears a mask
3. Educator will bring the child and their belongings to meet the parent
4. Educator signs child out
5. Parent and child leave
6. Educator washes/sanitizes hands before collecting next child

With toddlers and young preschool children that need to be picked up at drop off, the handover from parents to staff will be done using a blanket or towel to put on the educator. The blanket/towel will be used only once and then washed.

PERSONAL BELONGINGS

Personal belongings (e.g., backpack, clothing, etc.) should be minimized. If brought, belongings will be labeled and kept in the child's cubby/ designated area.

No strollers can be left inside the building. You must take them home or you can leave them outside, but this will be at your own risk.

VISITORS

There will be no non-essential visitors entering the school, with the provision of special needs services still continuing. Should questions arise in respect of which service providers are permitted to enter the premises, we will consult with OPH. Ministry staff and other public officials (e.g. fire marshal, public health inspectors) are permitted to enter and inspect a childcare centre at any reasonable time.

All visitors entering RCNS will be required to wear a mask upon entry and keep it on until they leave.

SPACE SET-UP AND PHYSICAL DISTANCING

RCNS recognizes that physical distancing between children in a childcare setting is difficult and we encourage our teachers to maintain a welcoming and caring environment for children.

All children will have a bin labelled with their name for their personal belongings. Please note that children from the same family will have cubbies beside each other and all others will be distanced as much as possible.

In the toddler and preschool programs, our educators will be required to physically touch the children to go about their regular childcare activities.

At RCNS we will encourage physical distancing by:

- spreading children out into different areas, particularly at meal and dressing time
- incorporating more individual activities or activities that encourage more space between children
- using visual cues to promote physical distancing
- extending outdoor play as much as possible
- removing area carpets and covering plush couches
- removing extra furniture out of the program

Recognizing that physical distancing is difficult with small children, additional suggestions include:

- when possible, planning activities that do not involve shared objects or toys
- when possible, moving activities outside to allow for more space
- avoiding singing activities indoors

EQUIPMENT AND TOY USAGE AND RESTRICTIONS

We will provide toys and equipment which are made of materials that can be cleaned and disinfected (e.g. plastic toys). Toys and equipment will be cleaned and disinfected daily and mouthed toys will be cleaned and disinfected immediately after the child is finished using it.

If/when sensory materials are offered, they will be provided for single use (i.e. available to the child for the day) and labelled with the child's name.

OUTDOOR PLAY

We will try to remain outside (weather permitting) for as long as possible.

We may find alternate outdoor arrangements (e.g. community walk). For families that choose to use sunscreen, it will need to be applied at home before school.

FOOD PROVISION

Each child will continue to bring in a small nutritious snack in a labelled lunch bag with labelled containers and a labelled ice pack. Lunch bags (and its container and ice pack contents) and reusable water bottles that are provided daily by the child's parent **MUST** be labeled.

Where possible, children will practice physical distancing while eating. There will be no sharing of food, utensils or water bottles.

AIR CIRCULATION

The windows will be open as much as possible (if possible), for air flow where it is safe to do so.

PROVISION OF SPECIAL NEEDS RESOURCES SERVICES

RCNS recognizes that children with special needs, and their families, continue to require additional support and services in childcare settings. The provision of in-person special needs services at RCNS will continue where appropriate. Should questions arise in respect of which service providers are permitted to enter the school, we will consult with OPH. We will work with special needs service providers (CISS) to explore alternative modes of service delivery where in-person delivery is not possible.

Maximum capacity rules do not apply to Special Needs Resource Staff (consultants and program assistants) on site (i.e., if they are not counted towards staff to child ratios, they are not included in the maximum capacity rules). Where Special Needs Resource services are provided through external staff/service providers, we should inform all families of this fact, and record attendance for contact tracing purposes. All Special Needs Resource staff must be screened before entering RCNS, as per the protocol in the screening section above.

WITHDRAWAL PROCEDURE

One month's (30 days) written notice must be given to the Registrar prior to withdrawal or one month's fee will be forfeited but at this time due to Covid-19, if the spot in the program can be filled immediately the fee **may be** lessened at the Executive's discretion.

No refunds will be made after April 1st or for holidays or absenteeism. For example, if a parent wishes to withdraw your child on December 1st, written notice must be given no later than November 1st, or the December fee will be forfeited.

The membership fee is non-refundable in the case of a withdrawal from the Richmond Co-operative Nursery School Program.

RESOURCES

Please refer further information for current pandemic information:

Ottawa Public Health

- https://www.ottawapublichealth.ca/en/public-health-topics/novel-coronavirus.aspx?utm_source=
- <https://www.ottawapublichealth.ca/en/professionals-and-partners/child-care-providers.aspx>

Ottawa Public Health Guidance Document

- https://www.santepubliqueottawa.ca/fr/public-health-topics/resources/Documents/Guidance_-_Centre_CC_ENG_Aug-13.pdf

Ministry of Education

- <http://www.edu.gov.on.ca/childcare/>

Ministry of Education Guidance Document

- <http://www.edu.gov.on.ca/childcare/child-care-guide-child-care.pdf>

Provincial Covid-19 website

- <https://covid-19.ontario.ca/index.html>

Public Health Ontario

- <https://www.publichealthontario.ca/>

Government of Canada

- <https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html>

APPENDIX A

RCNS DAILY CLEANING & DISINFECTING

- * Cleaning schedule must be completed daily
- * Must use Soap & Water or cleaning wipes and then Bleach & Water (20ml of bleach & 4 cups of water) or Oxivir disinfectant
- * Spray soap and water directly on & wash with cloth
- * Spray bleach solution directly on cloth or paper towel
- * Wipe down surface thoroughly
- * Surface should remain wet for 1 minute
- * Rinse surfaces
- * Place used cloths in laundry after cleaning each play area
- * Sign off in each area once completed

Date: _____

Classroom and Cubbies

Completed by
(initials)

Attendance pen/clipboard/binder	
Books	
Bookshelf	
Broom & Dustpan handles	
Chairs	
Couches (change cover/blanket)	
Counter top	
Cubbies	
Cupboard and drawer handles	
Door handles (both sides)	
Easel	
Hand sanitizer station	
House area (tables, chairs, kitchen)	
Light switches	
Shelves (inside & outside)	
Stereo	
Sweep & Wash Floor	
Tables (including the edges)	
Toys used in program	
Vacuum	

Windows locks & sills	
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Circle Room

Chairs	
Door handles	
Light switches	
Rocking chair	
Shelves	

Washrooms

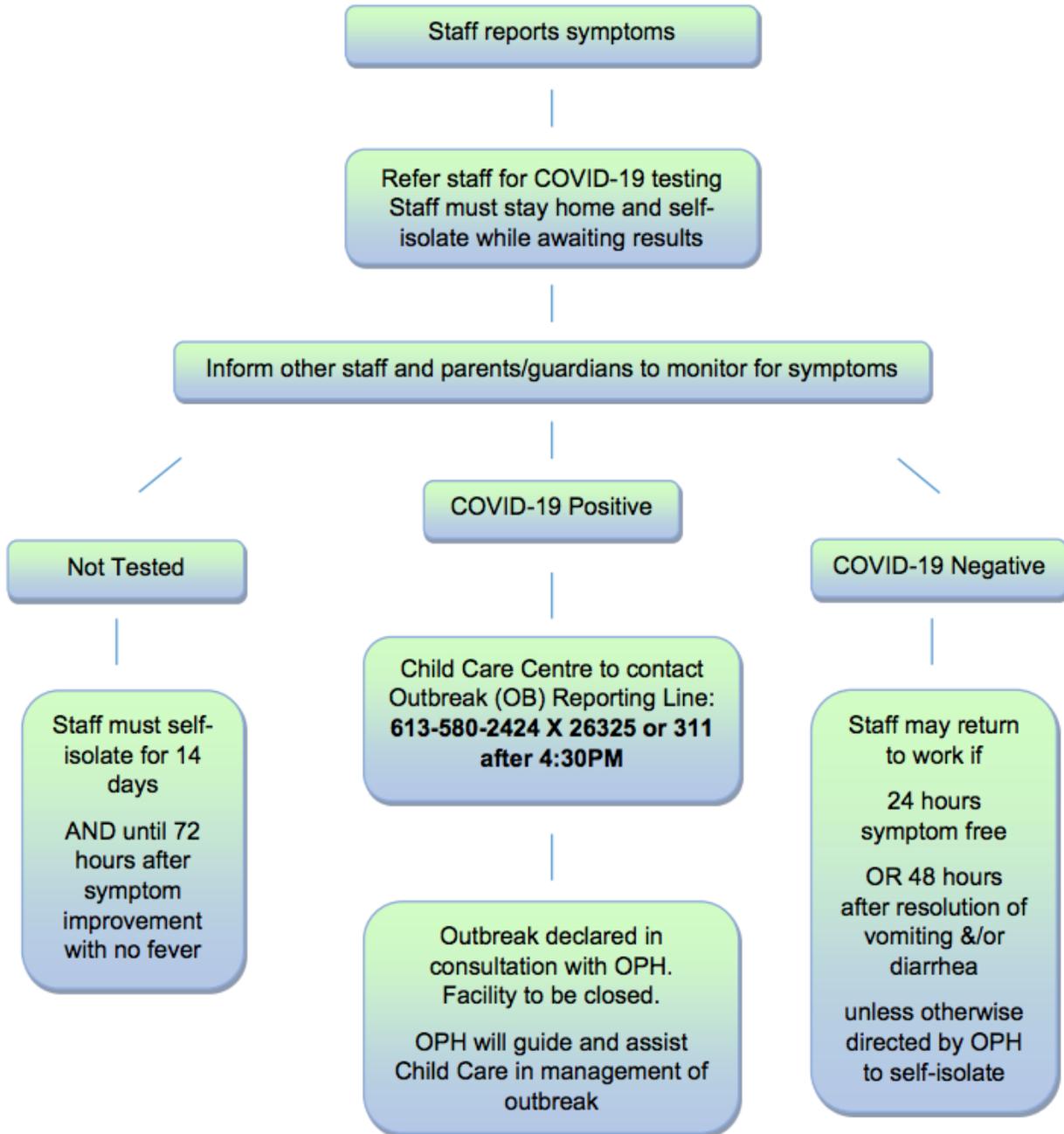
Change table	
Door handles	
Light Switches	
Paper towel dispensers	
Sink, faucet, counter	
Soap dispensers	
Stool	
Toilet	

Office

Desk	
Door handles	
Fridge	
Laptop & mouse	
Light switch	
Phone	
Window sill and locks	

APPENDIX B

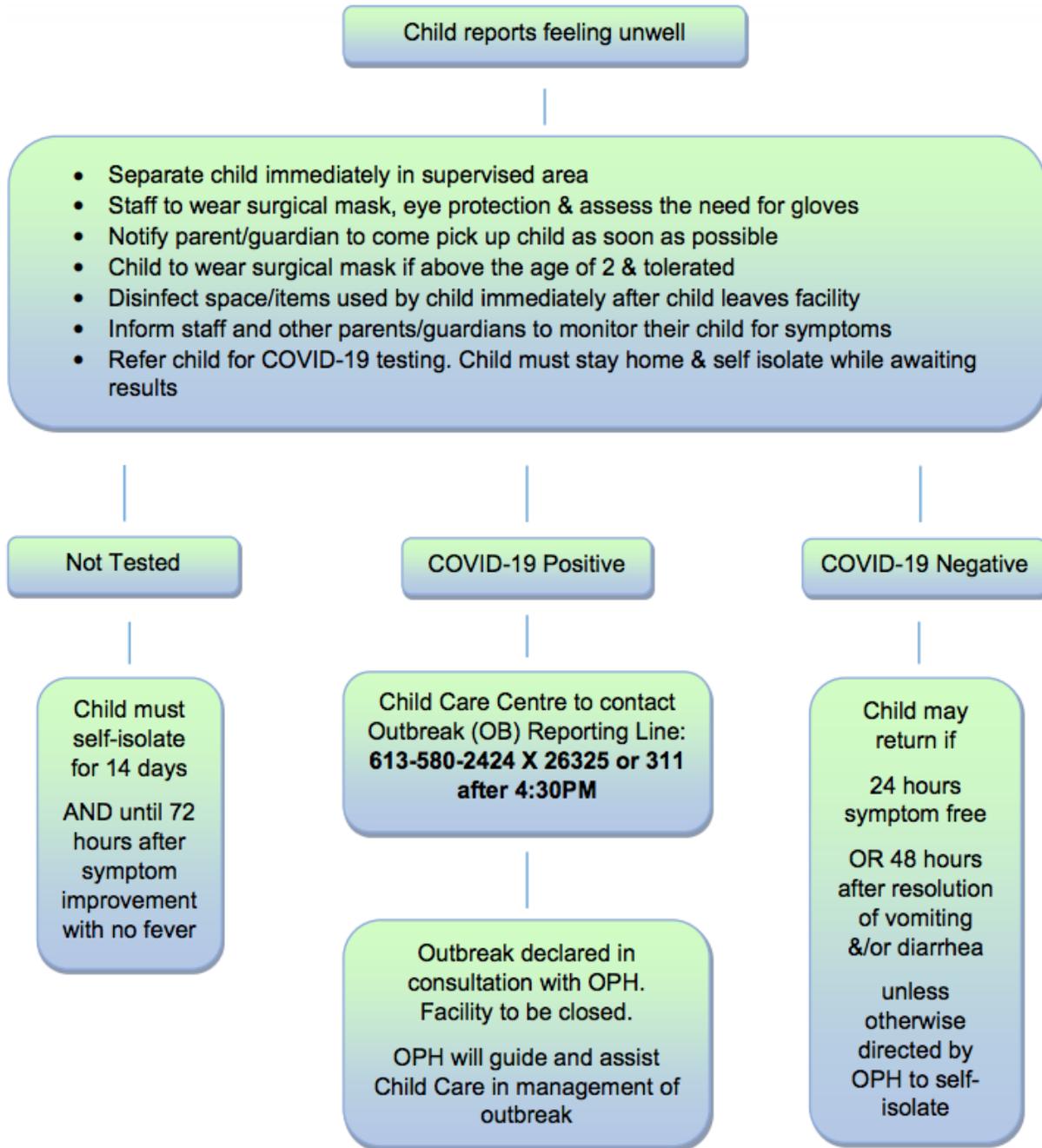
Process for staff reporting symptoms diagram



Source: Ottawa Public Health, 2020.

APPENDIX C

Process for when a child reports symptoms diagram:



Source: Ottawa Public Health, 2020.