COVID-19 – CENTRE – BREAKING DOWN THE DAY – Revised April 4th, 2022

Notes for Cook's Workers (includes Educators, Enhanced Staff, Kitchen Staff, Administrative Staff), Parents (includes Guardians) & Visitors (includes Resource Consultants, Building Services, Etc.)

Arrival & Drop off - Open 6 am. Request no drop-offs later than 10 am.

Cook's Workers

- Workers must complete and pass the Covid-19 screening tool **daily**.
- If a worker does not pass the screening, they must stay at home and follow the monitoring and isolation advice outlined in the screening tool and the Covid-19: Integrated Testing & Case, Contact and Outbreak Management Interim Guidance: Omicron Surge.
- Workers will don their medical mask or N95 mask before entering through the west gate door and use the hand sanitizer provided.
- If screening, workers will hand wash or hand sanitize between families and visitors.
- There will be 3 opening shifts to ensure that as the children arrive, they can go straight to their group (cohort) and 3 closing shifts keeping the cohorts apart until they are picked up.
- Screeners will answer the doorbell, greet the parents at the entrance, ensure verbally that the screening tool was completed and then escort the children into the building. A visual health check will be done before children start interacting.

Parents/Guardians & Children

Parents/guardians are to screen their children for symptoms of illness every day before attending child care centre using the COVID-19 screening tool. https://covid-19.ontario.ca/school-screening/

- If the child does not pass the screening they must stay at home and parents must follow the monitoring and isolation advice outlined in the screening tool and the Covid-19: Integrated Testing & Case, Contact and Outbreak Management Interim Guidance: Omicron Surge.
- Parents are permitted to enter the building, however, by appointment only. Parents must self screen using the COVID-19 screening tool.
- Parents will enter the playground at the east gate and leave by the west gate to avoid passing each other.

- Parents must ring the doorbell when they arrive and wait to be attended by the screener.
- Parents are expected to maintain 2-metres physical distancing from others at all times.
- If there are children in any playground when dropping off, screening and drop off will happen at the southeast parking lot gate.
- Children will wash their hands before they begin to play and should be encouraged to do so regularly throughout the day.
- Parents will be asked to ensure children have at least one full change of clothes.
- The Covid-19 screening tool link with be posted at the front entrance for parents/guardians, children, and visitors.

Visitors

- Visitors are expected to maintain 2-metres physical distancing from others at all times when entering and exiting and when indoors (if applicable).
- Visitors must don a mask to approach the waiting area and entrance. It must remain on while indoors (if applicable) until leaving and in the parking lot away from others.
- No non-essential visitors are allowed into the centre.

During the Day – Notes for Cook's Workers

Cook's Workers

- Workers will wear a medical mask or N95 mask when screening and when physical distancing of 2-metres cannot be maintained indoors.
- During breaks, workers can remove their face masks while eating, however physical distancing must still be maintained. For now, only 3 workers in the staffroom at once.
- Masks should be replaced when moving from one cohort to another or if damp or soiled.
- Where possible the same workers will remain with the same cohort for the day.
- Workers should have an extra shirt or top etc. should they be exposed to anything and need to change.

Other

- Sleep toys and blankets from home will be put into a plastic bag, labelled, and kept in a tote in the room.

- Cloakroom – space between each child, where possible.
- On 1st floor - the junior preschoolers will only use the preschool washroom; toddlers will use the toddler washroom.
- On 2nd floor - the L-shaped washroom with be designated for workers only, the accessible and small washroom for senior preschool children during the day. School age children will use the small washroom after school.

Playroom – Notes for Cook's Workers

- Toys and equipment that are set out for the children must be easy to clean. Hard cover books instead of paper and any fabric toys are washed daily.
- Regular hand hygiene and respiratory etiquette will be the focus with shared spaces, toys, and equipment.
- Toys are cleaned at the end of the day – see **Additional Cleaning Duties**.
- Workers will sign the **Additional Cleaning Duties** checklist to verify that the cleaning is done.
- Workers will incorporate more individual activities or activities that allow space between children. See the document - Building on how does learning happen?
- No area carpets for now in the play spaces.
- When sensory materials are offered, children will wash their hands before and after use.

Playground – Notes for Cook's Workers

- When toddlers are going out and coming in from the playground, the preschooler and toddler cohorts must maintain 2-metres distance from each other at all times.
- Sunscreen – spray sunscreen is encouraged to avoid touching.
- Water bottles – will be labelled and stored to avoid touching.

Lunch and Snack time – notes for workeres

- Lunch and snack times – space children as much as possible; no family style; avoid sitting; workers serve the children at this time.
- If workers are eating, they must be distanced from the children.
- Multi-use utensils must be cleaned and sanitized between use or only one worker serves.
- Never leave utensils in the food containers after serving and cover food when finished serving.

Rest Time – Notes for Cook's Workers

- Children are placed head to toe on cots; cots are placed at least 2-metres apart where possible.
- After rest time, bedding will be kept in plastic bags with their sleep toys and kept in a tote in the room ready for the next day.
- Cots to be washed and sanitized daily – sprayed front and back and left to dry, stacked.
- Soothers sent up to kitchen to be washed/sanitized daily – labelled.
- Rest time will be used for the regular cleaning and additional cleaning of high touch surfaces in the rooms as well as railings, doorknobs, light switches etc. throughout the building – see **Additional Cleaning Duties**.
- Workers will sign the **Additional Cleaning Duties** checklist daily to verify the additional cleaning is done.

Pick-Up – Notes for Parents (including Guardians)

- Pick-up is no later than 6 pm to allow time to sanitize toys and surfaces from 6 pm-6:30 pm for the next day.
- Ensure parents include drop off and pick-up times on their child's schedule so we are aware of the busy times of the day.
- Pick up time will be similar to the drop off procedures. Parents will ring the doorbell and the children will be brought out to them by a worker. A medical mask will be worn by the worker.
- Parents will enter through the east gate and exit with their child through the west gate when there is not a clear path out the east gate that allows 2-metres physical distancing from others.
- If there are children in any playground when picking up, families must stop and wait outside the south parking lot gate to announce their arrival. The child will be delivered to the family at the gate by a worker.
- Families must maintain 2-metres physical distancing from others while entering, exiting, and waiting.

Important – Notes for Cook's Workers

- If a child or worker displays any signs or symptoms throughout the day, the **Plan for Sick Children & Adults with Possible COVID-19 or Exposure to COVID-19** will be implemented.
- When receiving a message (verbal, phone, email, text) about an absent child or worker, the reason for the absence must be obtained. If the individual is ill, ask if

the symptoms Covid-19 related. Document the absence information in the communication book/daily record.